



# Robinson College

## Administrative Assistant (Warden's Office)

CANDIDATE INFORMATION PACK

CLOSING DATE: MONDAY 27  
JANUARY 2025



# About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Executive Assistant to the Warden and Secretary to College Council

Main Purpose:

To assist in providing a professional, efficient and comprehensive administrative support service to the Warden (Head of House), undertaking tasks as directed by the Executive Assistant to the Warden and Secretary to College Council.

## SALARY AND CONDITIONS



- Part Time, 15 - 20 hours per week
- £28,000 FTE, per annum depending on experience
- Hybrid working

## COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days.
- Annual leave generally note to be taken during term time.
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria



## KEY AREAS AND STANDARDS OF PERFORMANCE:

### Membership Committee Secretary:

- Prepare and circulate agenda and papers
- Attend meetings and take minutes
- Maintain the central repository of papers and minutes
- Maintain membership of Committee; log tenures and meeting attendance; alert the Chair of upcoming vacancies
- Annually confirm meeting dates for next academic year and arrange room and AV bookings as required
- Approve minutes with Chair and Committee members. Submit minutes to Secretary to College Council for Council approval
- Prepare termly report for Governing Body
- Follow up on actions and matters arising

### Senior Membership (Non-Fellow) Administration:

- Ensure timely renewal of memberships through Membership Committee
- Process new memberships and maintain up-to-date membership records
- Assist with onboarding process for new senior members when they join the College
- Provide senior member reports to College departments as required
- Act as first point of contact on non-domestic Senior Membership-related matters and general enquiries
- Maintain procedures documents for senior members
- Contact all members annually with updated dining information
- Process senior member departures

### Research Fellowship Competition Administration:

Administer the Junior Research Fellowship competition

### Event Organisation (College Events):

- Organise two Freshers' Receptions in Michaelmas Term
- Organise Feasts (invitations, table plan, guest list etc.)
- Provide support for other events as required

### Record keeping and general administration:

- Assist with records retention for the Warden's Office
- Undertake general administrative tasks to support the work of the Warden's Office



## OTHER:

- To act in the best interests of the College at all times.
- To implement a right first time every time culture.
- To undertake other duties and responsibilities as you may be reasonably asked to from time-to-time.



# PERSON SPECIFICATION



Criteria	Essential	Desirable
Education and Training	GCSE's or equivalent in Maths and English	A-Levels or equivalent
Work Experience	<p>Relevant experience gained in an administrative role</p> <p>Experience of managing work, prioritising competing demands and meeting multiple or simultaneous deadlines</p> <p>Experience of working with data protection parameters, and knowledge of basic GDPR principles</p> <p>Experience in developing, reviewing and improving administrative processes and systems</p>	Experience of working in a College environment
Intelligence/ aptitude/ attitude	<p>Advanced knowledge of working with Microsoft Office and Email systems, including Word &amp; Excel</p> <p>Excellent oral and written communication skills with a strong command of written English</p> <p>An organised and efficient approach to office administration</p> <p>Excellent organisational skills and abilities to prioritise workload whilst also dealing with events in a timely manner.</p>	
Personality/interpersonal skills	<p>Ability to exercise discretion at all times when dealing with confidential matters and information</p> <p>Organised with good attention to detail and high degree of accuracy.</p> <p>Ability to prioritise tasks, multitask and manage competing priorities.</p> <p>Ability to work independently and within a team. Initiative and common sense.</p> <p>Reliable and committed to maintaining high performance standards.</p> <p>Professional appearance</p> <p>Personable and approachable manner</p>	

# HOW TO APPLY

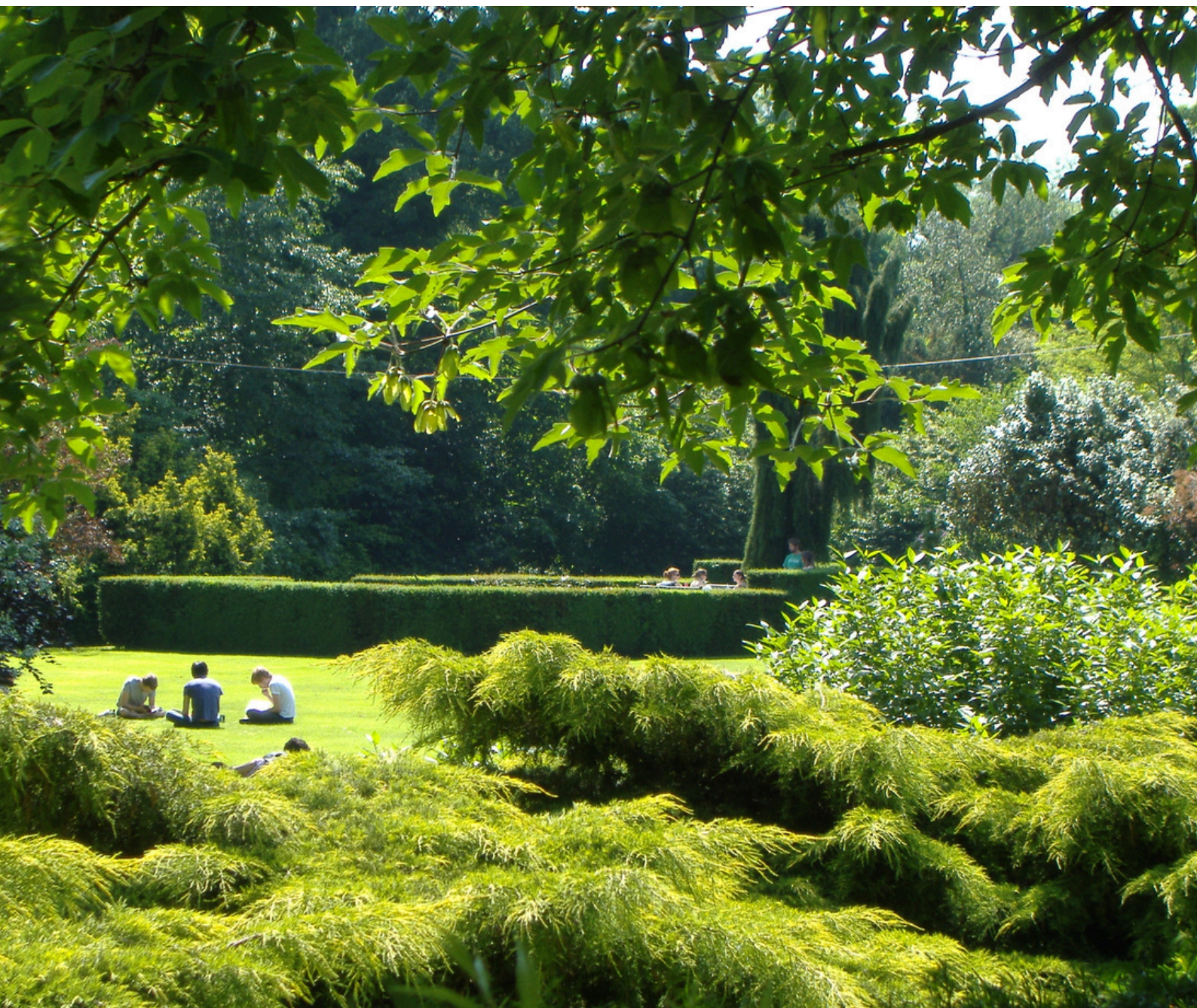


For an informal chat please contact Helen Johnson, Warden's Executive Assistant on 01223 339122 or email: [wardens.ea@robinson.cam.ac.uk](mailto:wardens.ea@robinson.cam.ac.uk)

To apply please send your CV and a covering letter, along with a completed short application form to [careers@robinson.cam.ac.uk](mailto:careers@robinson.cam.ac.uk)

**Closing date for applications: Monday 27 January at 9am**

**Interview date: Thursday 6 February 2025**





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