General Administrator

Job Description

**Job Title:** General Administrator  
**Line Manager:** Executive Assistant to the Operations Director and the Bursar;  
**Salary:** FTE salary £21-22.5k depending on skills and experience. Full time or part time

**St Catharine’s College**  
Founded in 1473, St Catharine’s College (affectionately known as ‘Catz’) is a welcoming, thriving and vibrant academic community of approximately 1,000 students, Fellows and staff located in the heart of Cambridge. As a College of the University of Cambridge, we are dedicated to academic excellence and to recruiting the most-able students, whatever their backgrounds, to join our teaching and research community.

**Purpose of the Job**  
Based in the College Office, our general admin team provides essential and valuable support to our overall administrative functions, which comprise four teams working across Student Services, Operations and Bursary, Master’s Office, and Alumni and Development. Each of those four teams includes an Executive Assistant, or, in the case of Student Services, a Tutorial Office Manager. Each team comprises ‘functional’ administrators who undertake roles specific to that area. Our general administrators need to be flexible and versatile, picking up tasks and projects from any of the four areas.

**Primary Responsibilities**

To support the Executive Assistants and functional administrators in all areas of administration, to include but not be limited to:

- Providing administrative assistance to departments.
- Contributing to College communications, e.g. updating College information screens, website and social media.
- Supporting the College Chaplain and President with administration.
- Maintaining and updating records.
- Implementation of processes and procedures.
- Preparing and formatting documents.
- Taking and writing up minutes for some college committees.
- Tracking actions from meetings.
- Assisting with general correspondence.
- Booking meeting rooms / facilities.
- Keeping resources up to date, e.g. website, intranet content, and telephone lists.
- Assisting with organisation of events.
- Acting as holiday cover for the Executive Assistants where required.
- Monitoring the provision of stationery across departments.
Knowledge, experience and personal skills

- A high level of computer literacy and IT skills regarding common Microsoft platforms and applications.
- Accuracy and attention to detail.
- Excellent organisational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Willingness to work flexibly.
- Self-motivated, adaptable, enthusiastic and positive approach.
- Ability to work to a high level of accuracy and with independence within the framework of the agreed policies of the College and University.
- Confidential, diplomatic and approachable with a high standard of service.
- Ability to prioritise, work to strict deadlines and have excellent time management.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.