



Job title	Junior Bursary Assistant
Responsible to:	Bursary and HR Assistant
Place of work	All Sidney Sussex College owned property/sites in and around Cambridge
Salary:	Point 24–29 on the University’s pay spine; currently £20,600 - £23,487 per annum
Tenure:	Fixed-term to 31 July 2023
Hours:	Full time, 37.5 hours per week (flexibility on hours could be considered for the right candidate)
Holidays:	25 days annual leave plus 8 public holidays
Pension scheme:	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

Job Summary

Based in the Bursary Office, and working with the Bursary and HR Assistant, the Junior Bursary Assistant will provide essential and valuable support to the overall Bursary team. The primary members of the Bursary Team which the Junior Bursary Assistant will be supporting are the Bursar, Domestic Bursar, College Registrar and HR Manager. The post-holder will need to be flexible and versatile, picking up tasks and projects from these key roles, as well as other areas if appropriate.

Key responsibilities

To support the Bursary team in all areas of administration, to include but not limited to:

- Assisting with collating and distributing papers for meetings
- Preparing and formatting documents
- Co-ordinating diaries to arrange meetings
- Booking meeting rooms and facilities
- Maintaining records

- Tracking actions
- Ordering stationery
- Supporting recruitment processes, for example through assisting with organisation of interviews
- Reporting maintenance and IT issues
- Performing general administrative tasks: receiving calls, taking messages, filing, printing and scanning.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required. All employees are expected to work collaboratively to support the overall work of the College.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required
- To be responsible for your own health and safety in the workplace
- To fully comply with all the College's policies including equality of opportunity and data protection
- To undertake any other reasonable request or duties commensurate with your post

PERSON SPECIFICATION:

	<i>Essential</i>	<i>Desirable</i>
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • Recognised Administrative qualification e.g. NVQ Business Administration • Experience of working in an administrative role
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Good working knowledge of word processing, spreadsheet, database and email systems • Excellent organisation, administrative and time management skills with good attention to detail • Good communication skills • Excellent written and numerical skills 	
Personal attributes	<ul style="list-style-type: none"> • Ability to prioritise and work to deadlines • Strong team skills with the ability to work in a co-operative and supportive manner with all staff • Ability to exercise complete discretion at all times • Approachable, enthusiastic and positive attitude • Willingness to proactively embrace change 	
Other	<ul style="list-style-type: none"> • Willingness to adopt a flexible and collaborative approach to tasks 	

Sidney Sussex College is an equal opportunities employer.