



# Sidney Sussex College

University of Cambridge

## Admissions Officer

### Permanent, Full Time Post

Range £32,332 - £38,205 per annum

Sidney Sussex College, Cambridge is seeking to appoint an Admissions Officer. This post reports directly to the Admissions Director. Working with the Admissions Director and Directors of Studies, and supported by the Tutorial Assistant, this role manages a complex annual admissions cycle. Often the first point of contact for teachers, parents and applicants, this role provides information, advice and guidance, evaluates processes and procedures, and ensures the smooth and positive running of an essential function of the College.

**This is a full time, permanent involving 37.5 hours per week. The salary is based on points 37 to 43 of the University's single salary spine, currently equating £32,332 - £38,205 per annum. Some flexibility is required at the busier points in the admissions cycle and will involve working on the occasional evening and/or weekend.**

**Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays pro rata; a contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty and subsidised membership of the College gym facilities.**

The successful applicant should have experience as an administrator managing complex tasks to tight deadlines, preferably in the education sector. They will have strong interpersonal and excellent IT skills, as well as being highly literate and numerate. The abilities to work independently, use discretion, and prioritise work are essential, as is the ability to communicate effectively with a wide range of people.

A job description, person specification and application form are available on the College website at <https://www.sid.cam.ac.uk/about-sidney/vacancies>. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to [jobs@sid.cam.ac.uk](mailto:jobs@sid.cam.ac.uk) by the closing date below. Alternatively, applications can be posted to the HR Department at Sidney Sussex College, Sidney Street, Cambridge, CB2 3HU.

The closing date for applications is **12 noon on 13 May 2024**. Any offer of appointment is subject to: the receipt of two satisfactory references; verification of identity and qualifications; eligibility to work in the UK and satisfactory DBS check.

Sidney Sussex College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievements of the College's mission that can be made by individuals from a wide range of backgrounds and experience.