



St Catharine's College
Cambridge



Photo credit: Tim Rawle

Postgraduate Administrator

October 2026

ABOUT US

St Catharine's College (affectionately known as 'Catz') is a welcoming, inclusive and vibrant community located in the heart of Cambridge.

St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. This is made possible thanks to our friendly and welcoming community of staff who work across our different departments.

Through a culture of collaboration, respect and a shared commitment to excellence, our teams work together to create an environment that supports learning and innovation.

We are committed to providing a wide range of benefits to our staff, to reward and support them while working with us including free College lunches on working days, professional development opportunities, staff social events and access to health and wellbeing resources.

To find out more about the College, please visit our website: [Welcome to St Catharine's | St Catharine's College, Cambridge](#)



Photo credit: Lewis Sinclair

WELCOME

Thank you for your interest in the Postgraduate Administrator position at St Catharine's College. We are excited to welcome a passionate and skilled professional to join our esteemed team. At St Catharine's we take pride in creating a warm and dynamic environment where individuals can thrive professionally and personally.

The Tutorial team handles the administration of undergraduate and postgraduate students from application to graduation and anything else in-between. The Admissions office deals with prospective undergraduate students, and our Schools Liaison & Outreach Officer provides schools and individuals with guidance on the undergraduate admissions process, visits schools in our catchment areas and arranges school visits and residential programs.

The role of the Postgraduate Administrator is responsible for providing administrative support required for the academic activities of postgraduate students.

We look forward to learning more about your experience and how you can contribute to our vibrant community. Best of luck with your application!

Kati Sexton

Tutorial Office Manager



Photo credit Danielle Bradshaw

THE ROLE

St Catharine's College seeks to appoint a Postgraduate Administrator to work in our Tutorial Team. The main focus of the role is to support the Lead Postgraduate Tutor, postgraduate Tutors, the Senior Tutor and the Tutorial Office Manager in providing academic and financial support for postgraduate students throughout the academic year, in particular to admissions, to improve provision, service and outcomes. The postholder will be a significant member of the Tutorial Team, possessing excellent organisational and communication skills. They will work with the other Team members to ensure that all matters that arrive in the office are dealt with accurately and quickly. The postholder will work across departments, such as the Finance, Accommodation, Conferencing and the Development team to ensure that Tutorial Events are delivered successfully.

We are looking for someone who is an excellent administrator and is able to apply and review processes to ensure they are efficient and suitable to support a busy team.

Main duties and responsibilities

Postgraduate Admissions

Oversee the administration of postgraduate admissions from all sources, including the Postgraduate Admissions Office (PAO) and the Judge Business School (CJBS), including tracking applications, issuing offers and confirmations in CamSIS, responding to queries from students, other Colleges, and the Student Registry, and reporting progress to the Postgraduate Admissions Tutors. Assist the Postgraduate Tutors for Admissions to compile the annual Postgraduate Admissions Report. Assist the Postgraduate Admissions Tutors in collating postgraduate admissions statistics for use in reports for the Education Committee, admissions reporting, and other purposes as requested.

Manage administrative and logistical preparations for the annual postgraduate intake, including updating the College website for new postgraduates, assisting with Tutor allocations, and coordinating induction activities with the MCR and wider College community. Responsible for the administrative preparation for online matriculation and the in-person matriculation events twice a year – in October and in January.

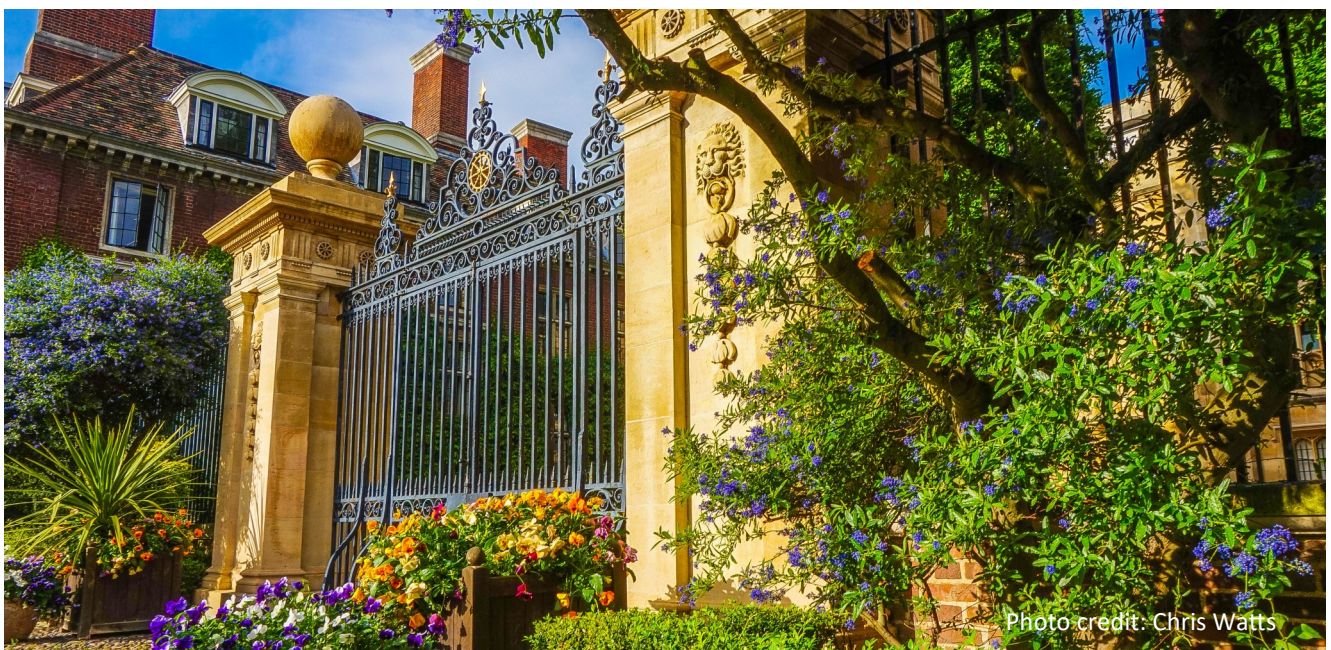


Photo credit: Chris Watts

THE ROLE

Postgraduate Admission (Continue)

Oversee immigration document procedures for new international postgraduates, including maintaining trackers, following up with students, and liaising with the University International Student Office (ISO).

Directly supporting the Postgraduate Admissions Fellows and Directors for College specific scholarships, such as Tunku, Malay Studies and Benavitch, in administering the Postgraduate Research Funding in the annual funding round, including approval of attendance for students with loans.

Work with the Postgraduate Admissions Fellows to provide and update postgraduate content for College communications and Open Days (in person and online), in collaboration with the Communications Manager and the MCR. Maintain the Sympa email lists.

Exams

Coordinate postgraduate Examination Access Arrangements each exam term, including gathering evidence, liaising with departments, working with colleagues to support College-based exams and submitting Exam Allowance applications; support team with postgraduate communication of exam arrangements and emergency procedures to students and Tutors.

Support Postgraduate Tutors with student applications for working away, intermission and extensions via EAMC and CamSIS. Monitor applications and track progress.

Visa and Immigration Compliance

Act as the Tutorial Office's lead on matters relating to immigration and visa requirements for postgraduate students.

Oversee the provision of student documents ensuring compliance with the UK Visas and Immigration requirements, as advised by the ISO. Keep up to date with visa regulations, with guidance from the



THE ROLE

Finance

Work closely with the Lead Postgraduate Tutor to deliver timely and accurate processing of applications for bursaries and any other financial support. Prepare and maintain spreadsheets of past and expected future fund income and expenditure for all postgraduate and shared funds. Collaborate effectively with the Finance Office to ensure accurate payments to students.

Primary contact for the student funding portal. Process applications for the annual Postgraduate scholarships and grants. Act as a Secretary for the Benavitch and Tunku/Malay Studies Committees.

Maintain accurate records of all funds utilised for scholarships, bursaries, awards and prizes. Ensure all spend is promptly and accurately recorded on the internal funds spreadsheets before a request for payment is made complying with internal deadlines.

Main point of contact for external funding bodies, e.g. Cambridge Trust and the NHS, to respond to student queries and to confirm student details in required timeframes. Process student finance applications on the Student Loan Company website as and when required throughout the year adhering to deadlines for payment and to student billing.

Keep accurate and up to date record of student funding sources and supply to finance department as required to facilitate fee invoicing.

Student Support

Act as first point of contact for all queries on postgraduate matters with support from the Tutorial Administrator. To provide ad hoc letters for students (e.g. bank letters, proof of studentship).

Disseminate information from the University and other bodies to postgraduate students and Postgraduate Tutors as appropriate. Assist with the organisation and communication of Postgraduate academic and social events.

Student Records

Maintain and update CamSIS and other relevant internal and external spreadsheets and databases of all Postgraduate student details, including Tutors' information, checking that data is accurate and that all change requests have been correctly updated. Maintain student files securely, ensuring compliance with data protection regulations.

Work closely with colleagues in the Tutorial Office, other college departments, the Student Registry and external bodies as appropriate on non-financial student matters to ensure that postgraduate data is shared appropriately and meets their needs.

THE ROLE

Graduation

Assist the Tutorial Administrator with all the arrangements for Postgraduate graduation ceremonies, liaising with the Praelector, other College Officers and Heads of Departments as necessary.

Other

Convene, host and contribute to the Postgraduate Tutors' meetings.

Work closely with the Lead Postgraduate Tutor and the Catering and Conference teams to organise postgraduate dinners.

Represent the College at termly Postgraduate Administrators' meetings, monitor University policy changes, and support their dissemination.

Respond to general enquiries from students, alumni, Fellows, external agencies, University staff and the public via email, phone and in person.

The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures.

To undertake any other duties as instructed by the Tutorial Office Manager and as appropriate to the role.

Assist other team members during busy periods or absence to help manage overall office workload.

Some out of hours work may be required at certain times of the year.



PERSON SPECIFICATION

Criteria	Essential Criteria	Desirable Criteria
Qualifications	A level qualifications or equivalent experience and training	Degree level qualification or equivalent experience and training
Knowledge/Experience	Experience and knowledge of an educational setting Experience of working with young people Adopts a professional approach at all times and demonstrates an ability to maintain confidentiality of data and handle sensitive issues Accuracy, attention to detail and an organised and methodical approach Demonstrates service excellence, understands, promotes and gives priority to providing a high standard of service Ability to work on own initiative, well organised, takes a strategic view to planning, prioritising & delegating as appropriate to be able to cope with a varied workload Ability to work as part of a team and maintain composure under pressure Resilient and calm under pressure Absolute discretion and confidentiality	Experience and knowledge of Higher Education Experience and knowledge of the University of Cambridge Experience supporting and advising academics, teaching colleagues or student-support colleagues A commitment to supporting students with a genuine drive and an enthusiastic approach Experience organising and running events Experience in a public-facing but confidential environment Experience assisting people in a distressed state Experience supporting committees

PERSON SPECIFICATION

Criteria	Essential Criteria	Desirable Criteria
Skills	Excellent verbal and written communication skills Administrative skills to an exceptionally high level of accuracy, including Word, Excel and databases Statistical skills	Proficient in CamSIS and CamCORS High-level social skills Calmness and empathy Negotiating skills Ability to analyse and innovate
Personal skills	Ability to build rapport with others Attention to details and pride in getting things right Balance competing deadlines whilst upholding quality and accuracy A good communicator, with a helpful and friendly approach	
Additional requirements		Flexibility around hours, including some evening and weekend working, and some bank holiday working

The College expects that you will:

Treat all members of the College and the Collegiate University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.

Behave professionally to, and expect professional behaviour from others in the community (including all staff, partners, students and visitors).

Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

BENEFITS AND WORKING ARRANGEMENTS

Responsible to the Tutorial Office Manager

The role is a permanent, full-time post of 37.5 hours per week.

Salary in the region of £35,000—£40,000pa FTE, depending on skills and experience.

The successful applicant will be subject to a three-month probation period.

Please visit the [Join our Team page](#) for details of our staff benefits.

To apply, please submit a completed application form and send it along with the copy of your CV and a covering letter, outlining how your skills and attributes match the criteria for this position.

Please also complete and submit an Equality and Diversity monitoring form. All forms can be accessed via our website.

All documents should be emailed to: recruitment@caths.cam.ac.uk

The closing date for completed applications is

5pm on Thursday 12 November

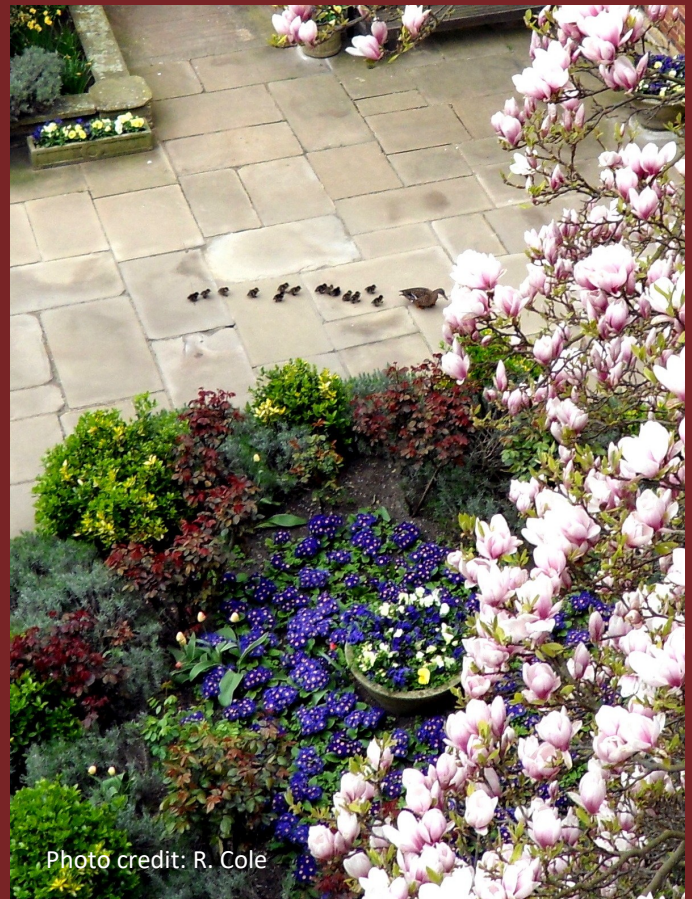


Photo credit: R. Cole

Founded in 1473, St Catharine's
College is a welcoming community
of students, staff and Fellows in the
heart of Cambridge.

