UNIVERSITY OF CAMBRIDGE

# Postgraduate Administrator

## Office of the School of Clinical Medicine

Closing Date: 27th November 2026
Job Reference: RA51612









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# Postgraduate Administrator

**Salary:**
£31,861 – £40,704

**Contract:**
Permanent

**Location:**
Cambridge

**Faculty / Department:**
Postgraduate Education and Clinical Academic Training (PECAT) office

**Responsible to:**
Mrs Elizabeth McIntyre

**Working Pattern:**
Full Time - Full-time but applications are welcome from those who would like to work flexibly

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.




## Purpose of the role

**This is an exciting opportunity to join a forward-thinking team within the School of Clinical Medicine at the University of Cambridge.**
The Postgraduate Education and Clinical Academic Training team (PECAT) is embedded in the School of Clinical Medicine and manages a range of postgraduate and clinical academic training programmes, as well as houses the Office of the Degree Committee. The Degree Committee (DC) office team is comprised of the Secretary to the Committee, the Postgraduate Education Administrator and the Business Administration Apprentice. The DC Office remit is to support the Degree Committee in its responsibility to oversee postgraduate student admission, progression, examination and degree award.

The Postgraduate Administrator is responsible for the administration of courses relating to postgraduate education, and coordination of all but not limited to taught MPhil, MRes, and MSt courses within the School of Clinical Medicine and Veterinary Medicine. This includes managing the admissions, progress, examination and award of degrees as well as provide support to departments to set-up and run courses. In addition, the role also involves Secretariat support to the Doctor of Medicine degree course.

## Key responsibilities

Provide day-to-day operational academic governance administration support to the of the Degree Committee with a particular focus on the following:

- Line management of the Business Administration Apprentice.
- Co-ordinate MPhil courses support systems and processes across the faculties of the School of Clinical Medicine and Veterinary Medicine and Professional and Continuing Education for MPhil by Advanced Study courses and Masters courses,
- Liaison and communication with Departments, University offices and other internal and external stakeholders including the provision of data, information, advice and guidance,
- Communication and support for students and departments,
- Maintenance of student records and data for applications, progress reports, examination and awards including the analysis and provision of management information, advice, guidance and recommendations based on the data,
- Planning, organisation and delivery of training and other events related to academic governance activities for primarily Departments but potential applicants and students,
- Assisting the Secretary of the Degree Committee in the organisation and undertaking of the Degree Committee,
- Formal Secretary to Doctor of Medicine Degree Committee.

The role works alongside a team of DC office colleagues in providing academic governance support across departments across the Schools of Clinical Medicine and Veterinary Medicine. There is a wealth of experience and knowledge in the DC office to provide support, training and learning for the role. The role will sometimes require deputising for the DC Secretary in terms of management oversight of staff and office tasks in the absence of the Secretary. The role holder will provide guidance and support to colleagues across departments to advise on MPhil course set-up and academic governance of course delivery: the admission, progression and examination of students as well as degree awards.

The role holder will administrate the following:

- Develop and maintain office procedures around MPhil course delivery: review processes and develop systems to improve efficiency. Establish systems and processes for effective administration of student records and information, guidance to departments, supervisors, examiners, department committees and examination boards.
- Provide MPhil course coordination and administration. Coordinate update of guidance to departments around significant annual activities such as examination timetable, student recruitment and admissions, supervision reports, student status changes, and degree awards.
- Develop and review MPhil exam processes, guides and materials to departments. Collect and collate examination reports, approve Examiners and Assessors, and review student exam allowances and mitigation requests.
- Deal with enquiries from current and prospective students regarding the courses such as application process, funding and course requirements. Provide advice on procedures and University regulations to students. Process student admissions and gather additional information where required, liaise with the university admissions office, input information into student information system and monitor the progress.
- Oversee and collaborate on the development of new and future taught courses; collaborate with internal university departments to review course approval documentation, programme specifications, and regulations.
- Oversee financial administration – authorise and process supervisor and examination claims for the MPhil and MD degree courses, including applications fees for the MD by Special Regulations and annual Prize awards.
- Co-ordinate and update course online prospectus and websites. Check materials for accuracy of style and content and make recommendations for improvements where necessary. Contribute to relevant sections of online prospectus and Degree Committee websites. Proofread publicity and other materials including the course handbooks.
- Provide second point of support to Degree Committee Secretary for activities related to the Degree Committee.
- Provide support around governance and compliance to departments in developing new MPhil/Masters courses. Review applications, provide feedback and comments to department and Committees.

**MD Secretariat role including line management of Business Administration Apprentice**

- Line management of Business apprentice – providing support, training and development in their role as administrative support for the MD Committee and postgraduate research related tasks.
- Act as Secretary to MD Committee. Arrange and attend committee meetings. Work with apprentice to create agenda, take and circulate minutes, and ensure follow up actions are implemented. Manage admissions, student queries, progress reports and examination. Provide input/advice on issues related to the administration of the course/programme.

# Person Specification

| Criteria | Essential | Desirable |
|---|---|---|
| **Education** | | |
| Educated to A-level | ✓ | |
| | | |
| **Knowledge, skills and experience** | | |
| Experience within an office or administration environment, ideally within a higher education environment. | ✓ | |
| Experience in dealing with clients or customers, ideally students within a higher education environment | ✓ | |
| Experience in liaising with colleagues across the organisation and externally | ✓ | |
| Experience in dealing with financial matters, ideally budgets including budget management | ✓ | |
| Experience in maintenance of customer, client or student records | ✓ | |
| Experience in setting up and supporting governance and operational meetings | ✓ | |
| Experience in understanding and following detailed operating procedures, ideally in a higher education or research environment | ✓ | |
| Willing to learn, follow instructions and take responsibility for own development | ✓ | |
| Strong administrative skills using MS Office applications | ✓ | |
| **Additional requirements** | | |
| Interest in developing knowledge in MS communications applications & website maintenance and development | ✓ | |

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

| Attribute | Level |
|---|---|
| **Valuing Diversity** | A |
| **Achieving Results** | C |
| **Communication** | C |
| **Innovation and Change** | C |
| **Negotiating and Influencing** | D |
| **People Development** | C |
| **Relationship Building** | C |
| **Strategic Focus** | D |

# Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# Office of the School of Clinical Medicine

The Clinical School Office provides central professional services to the Head of the School (Professor Patrick Maxwell, Regius Professor of Physic), the Clinical Dean (Dr Paul Wilkinson), Sub-Deans, and the Academic Departments, Units and Institutes of the School. The Secretary of the School, Dr Caroline Edmonds, is overall head of professional services.



- The General Division has responsibility for the management of administrative functions and resources across the School of Clinical Medicine. In addition, it has oversight of all departmental administration, including the overall management of all HR, Estates, Financial, Facilities and Strategic Planning matters at departmental level. (Headed by Mrs Jackie Hall).




- The Education Division works closely with the Clinical Dean, Deanery Team and the Secretary of the School on matters of educational policy and strategy. Faculty Board considers all educational aspects of the School's business, covering undergraduates, graduates, and clinical trainees, and the Secretary of the Faculty Board provides leadership for the relevant administrative teams within the School. (Headed by Dr Litsa Biggs).

- The Finance Division has responsibility for managing the finances of the Clinical School and all departments through two main arms: Accounts and Financial Planning & Analysis. (Headed by Mr Robin Uttin
- The Research Office offers expert guidance in securing and administering sponsored research funding for our academics, administrators and sponsors. (Headed by Dr Tamsin Sayer)
- The HR Team supports management and staff in the School by promoting best practice and providing employee relations case support, HR management information, guidance on the application of HR policies and procedures, as well as some recruitment services. (Headed by Mrs Caroline Newman).

The School Office building also offers shared teaching and meeting room facilities, including an e-learning suite, and a staff and student café.



Dr Caroline Edmonds, Secretary of the School

# School of Clinical Medicine

## About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism Epidemiology, Public Health and Primary Care Genetics and Genetic Medicine Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



**Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine**

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

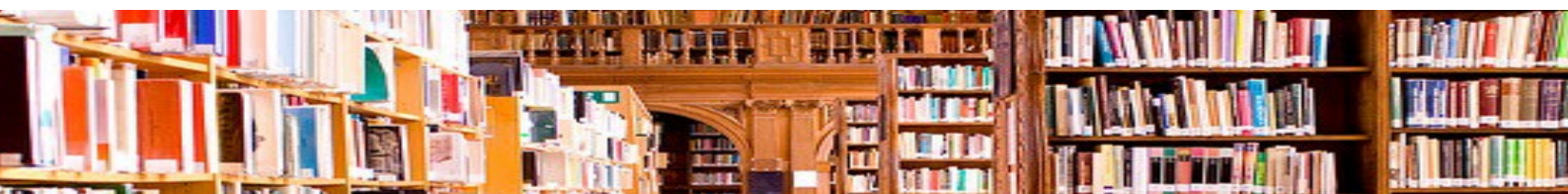
## The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.



# Terms of Appointment

**Tenure and probation**
The appointments will be made on a permanent basis. https://www.hr.admin.cam.ac.uk/policies-procedures/guidance-use-fixed-term-and-open-ended-contracts/recruitment-and-objective. Appointments will be subject to satisfactory completion of a six month probationary period.

**Hours of Work and Working Pattern**
This is a full time position working Monday – Friday. The role can also be split as part of a job-share depending on level of interest. Your times of work will be notified to you by your institution.

**Pension**
You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

**Annual leave**
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

**Pre-employment checks**

**Right to work in the UK**
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**Qualifications**
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

**Screening Checks**
This role requires a basic disclosure/ standard Disclosure and Barring Service (DBS) Check/an enhanced Disclosure and Barring Service (DBS) check/a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

**Equality and Diversity**

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University. (**Please see relevant guidance before inclusion:** https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action

**Information if you have a disability**
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via: cshrstaffhub@admin.cam.ac.uk

# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – "to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence" – has never been more relevant.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

"Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society."

*Professor Deborah Prentice,*

*Vice Chancellor 2023*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



**Relocation Support**

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

**Accommodation Service**

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: https://www.accommodation.cam.ac.uk/



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group (https://www.nvs.admin.cam.ac.uk/) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.



## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

# What Cambridge can offer

### Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

### These include:

### Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- Newsagent
- Barclays Bank
- Costa Coffee/RVs Coffee
- Various food outlets

### Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

### Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

### Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.

Clinical School Wellbeing Programme
connect • be active • keep learning • give • take notice

### Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.

Athena SWAN Silver Award

### Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

# How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Ms Carli Stasinopoulos Cs2284@medschl.cam.ac.uk or
Mrs Elizabeth McIntyre ejm45@medschl.cam.ac.uk

If you have any queries regarding the application process, please contact Ms Carli Stasinopoulos Cs2284@medschl.cam.ac.uk or
Mrs Elizabeth McIntyre ejm45@medschl.cam.ac.uk

The closing date for applications is: 27th November 2026

The interview date for the role is: 8th and 9th December 2026

