



UNIVERSITY OF
CAMBRIDGE

Client Services Administrator

Department of Veterinary Medicine

Closing date: 11 May 2025

Job Reference: PP45802



Client Services Administrator

Salary:

£24,344 to £26,942 p.a.

Contract:

Permanent

Location:

Cambridge

Department:

Veterinary Medicine

Responsible to:

Client Services Administrator
Team Leader

Working Pattern:

Full Time

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

We have an exciting opportunity for a personable and effective administrator to work in the Client Services function of the Queen's Veterinary School Hospital. This position is full-time and operates on a rota system to cover the hospital reception's opening hours, which are currently Monday to Friday, 8:00am to 7:00pm.

The Client Service Administrator is an integral part of the Small Animal Hospital team in support of its mission to deliver excellence in client service and clinical veterinary student teaching.

The Client Service Administrator is the first point of contact within the Small Animal Hospital and will aim to provide a first-class customer service, rotating between front desk and telephone to provide all front-of-house services.

As the first point of contact for clients using the Hospital, a friendly manner, combined with excellent communication skills is essential. You will be responsible for receiving incoming calls and emails, processing payments, booking appointments, liaising with clients and referral practices, as well as clinicians, nurses and students. You should have experience of working in a busy administrative role, have excellent customer care skills, be numerate, accurate and have an eye for detail, and be confident in the use of Microsoft software packages.



Person Specification

Front Desk

- Greet clients and visitors, book in arrivals and discharge patients. Process the relevant paperwork with clients, including arrival forms and visitor questionnaires and check patient details held are correct on the Hospital Practice Management System (PMS).
- Keep the reception area clean and tidy, ensuring the coffee machine is stocked and clean and there is an adequate stock of insurance forms available.
- Deal with the incoming post.
- Ensure the self-paying spreadsheet is kept up to date, any electronic filing has been completed and upload any Optional Consent Forms to PMS.
- Ensure that the client is fully informed of the Hospital payment policy specifically at telephone and/or on-site registration.
- Process payments including insurance payments, and refunds. Ensure the credit card machine is well stocked with paper. Accurately record client credit card data, maintaining strict adherence to Payment Card Industry (PCI) regulations. Process daily credit card forms.
- Reconcile monies for end of day banking. This will include cash, cheques, credit cards, BACS and E-sales receipts
- Conduct administrative duties including scanning, labelling and filing of paperwork including RSPCA purple sheets and Theatre Forms.
- Liaise with Service Administrators and deal with any queries from staff including vets and students.
- Compile, print and display Hospital appointment schedules daily in advance
- Stock consultation rooms with forms daily, prior to appointments
- Provide holiday support for reception at RSPCA clinic

Telephone enquires

- Respond to telephone enquiries and referrals from veterinary surgeons working in primary practice. Obtain detailed clinical information (which is often complex) and allocate to appropriate discipline. Liaise with Service Administrator to assess urgency of referral and enable them to relay to lead clinician.
- Respond to telephone enquiries from clients including answering queries about general clinical processes and liaise with Service Administrators regarding further appointments or invoice/insurance queries.
- Respond to telephone enquiries from insurance companies requiring additional information to consider clients claims.
- Manage the shared email inbox, responding to all incoming emails in a timely manner
- Ensure relevant appointment information and terms and conditions are forwarded to clients and that all clients are fully informed of the hospital payment terms and conditions.
- Carry out administrative duties such as creating e-folders and filing patient history.
- Deal with any queries from staff including vets and students.
- Keep office area clean, tidy and uncluttered.

Person Specification

Criteria	Essential	Desirable
Education & Qualifications		
Educated to 'A' level standard or with significant experience in a similar environment		✓
Specialist knowledge and skills		
Able to prioritise own workload and use own initiative (within SOP's)	✓	
Attention to detail	✓	
Excellent communication skills are required with the ability to work with staff at all levels of the organisation.	✓	
Positive "can do" attitude	✓	
Able to work on own initiative, contribute effectively to the team as a whole and be able to demonstrate a proactive approach to troubleshooting and problem solving.	✓	
Demonstrate close attention to detail and a high level of accuracy in all areas	✓	
The ability to prioritise work, plan logically and keep to strict deadline, work without supervision as well as working co-operatively with others as part of a team	✓	
Flexible attitude to change and processes as business develops	✓	
Understanding of veterinary/medical terminology		✓
Relevant experience		
Experience of working in a busy administrative role	✓	
Understanding of the teaching /research element of the University's role		✓
Competent in Microsoft software packages e.g. Word, Excel and Outlook	✓	
Able to work with Hospital PMS (training provided)	✓	
Additional Requirements		
There may also be a requirement to participate in a weekend working, for which additional remuneration will be made in line with the University Policy.	✓	
The role holder will come into contact with animals – therefore must not have a physical or emotional response which precludes this.	✓	

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	D
Communication	D
Innovation and Change	D
Negotiating and Influencing	D
People Development	D
Relationship Building	D
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.



Department of Veterinary Medicine

Mission statement

To deliver excellence in veterinary education and biomedical research, and to address the challenges to the health and welfare of animals, humans and the environment in the 21st century.

The Department of Veterinary Medicine is the Veterinary School of the University of Cambridge, the highest-rated research university in the United Kingdom, and one of the top five research universities in the world. The Department is part of the School of Biological Sciences (SBS), together with 8 other departments and 6 research institutes.

The Department provides an academic environment of the highest quality, within which world-class research and clinical teaching are performed. The fact that it is a constituent Department of the University of Cambridge enables excellent opportunities for collaboration with other world-class Departments and institutions within the University, amongst them the Clinical School at Addenbrooke's Hospital, the CRUK Cambridge Research Institute, and the Departments of Pathology, Zoology, Biochemistry, Genetics, Pharmacology, and Physiology, Development & Neuroscience, as well as with non-University institutions located in the Cambridge area, such as the Wellcome Trust Sanger Institute, the MRC Laboratory of Molecular Biology, the MRC Biostatistics Unit and the BBSRC Babraham Institute.

We have a national and international reputation for excellence in veterinary science and education, and recently ranked fourth in the world in the Top QS Universities ranking.

Our research encompasses basic and applied biomedical and veterinary/ clinical sciences ranging from the molecular to the population level and is configured into 3 research themes (Infection & Immunity, Disease Dynamics and Systems Pathology).

We have approximately 290 employees and 40 training scholars. The Department has approximately 65 veterinary clinical students and 40 PhD students per year. We aim to be internationally competitive in research, to foster collaborations with academia and industry, and to ensure that its undergraduate and postgraduate teaching and clinical work benefits from research excellence.

We put particular emphasis on research collaboration between the basic sciences and clinical research. This is promoted through a series of weekly seminar presentations attended by all research staff and clinicians in the Department, and by annual Departmental research days. We have a strong and varied seminar series which hosts many academic visitors from all over the world in many different disciplines.



School of Biological Sciences

The School of the Biological Sciences is one of the six Schools that are responsible for delivering teaching and research and the administration of those activities within the University. The School delivers internationally-leading research and teaching on animal, plant and microbial science at scales that range from the atomic, molecular and cellular through whole organisms to populations and communities. The research impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic as well as in conservation, agriculture and the environment.

About the School

The School of the Biological Sciences employs around 2000 staff teaching over 4000 students (around 2000 undergraduates in the Natural Sciences, Medical Sciences and Veterinary Sciences and Psychological and Behavioural Sciences Triposes plus around 2000 postgraduates).

The School collaborates closely with the School of Clinical Medicine. The joint Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools and at the undergraduate level the Medical Education Committee oversees medical education.

The School is currently arranged in two Faculty Boards (Biology and Veterinary Medicine) which are divided into nine Departments: Biochemistry, Genetics, Pathology, Pharmacology, Physiology, Development and Neuroscience, Plant Sciences, Psychology and Zoology are part of the Faculty Board of Biology while Veterinary Medicine is part of the Faculty Board of Veterinary Medicine.

The School also contains five major interdisciplinary Institutes: Wellcome Trust / CRUK Gurdon Institute for Cancer and Development, Wellcome Trust / MRC Stem Cell Institute, Cambridge Systems Biology Centre, Cambridge Centre for Crop Science and the Sainsbury Laboratory for Plant Development. It has also incorporated the MRC Toxicology Unit, Leicester which will physically relocate to Cambridge in 2020.

The School is involved with several Strategic Research Initiatives including being a major player in the Cambridge Conservation Initiative. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committee (Human Biology and Psychology) can be found on the School's website.

Athena SWAN

The Athena SWAN Charter was launched in June 2005 to recognise and reward commitment to advancing the careers of women working in higher education in science, technology, engineering, mathematics and medicine (STEMM).

The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006. Since then, the University has successfully renewed its Bronze Athena SWAN award in 2009 and 2012 and in 2014 achieved a Silver Athena SWAN award.

Many of the Departments in the School of Biological Sciences hold awards at Bronze or Silver level and the School continues to support the Athena SWAN process across all subjects.



Terms of Appointment

Tenure and probation

Appointments will be made on a permanent basis due to an internal promotion.

Appointments will be subject to satisfactory completion of a three-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

This is a full-time position that will take part in an early and late rota (hospital reception opening hours are currently Monday to Friday 8.00am – 7:00pm).

There may also be a requirement to participate in a weekend working, for which additional remuneration will be made in line with the University Policy.

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.

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 QVSH HR Department, who is responsible for recruitment to this position.

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

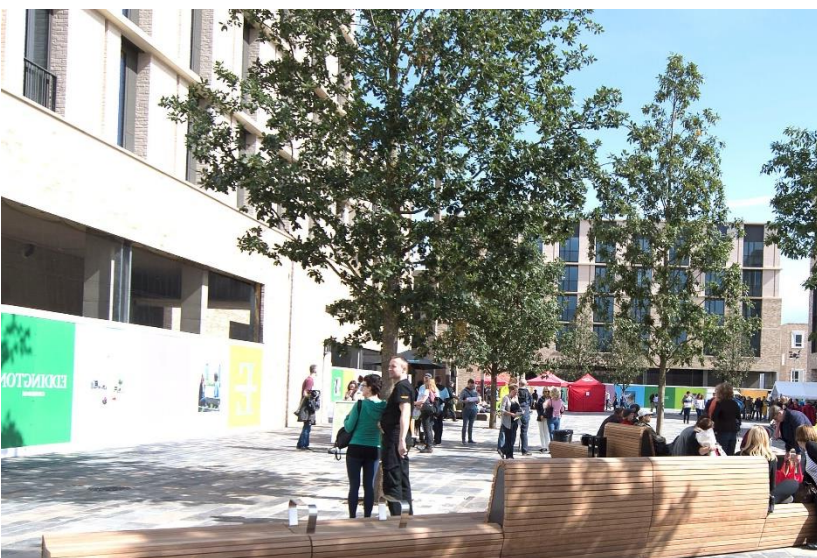
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure 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.



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.

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.

Informal enquiries are welcomed and should be directed to the Clinical HR Team by email: qvsh.hr@vet.cam.ac.uk

The closing date for applications is midnight on 11 May 2025.
Interviews will be held on the 21st of May (TBC).

We reserve the right to close this vacancy early if we receive sufficient applications or extend it if we do not receive a sufficient number of applications. Therefore, if you are interested, please submit your application as early as possible.

