



UNIVERSITY OF
CAMBRIDGE

Undergraduate Teaching Administrator

Faculty of Mathematics

Closing Date: 14 May 2025

Job Reference: LE45837



Undergraduate Teaching Administrator

Salary:

£30,805 - £35,116

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Faculty of Mathematics

Responsible to:

Undergraduate Office Manager

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.

Overview of the role

The Faculty of Mathematics is one of the largest in the University and admits 250 undergraduate students each year. The Undergraduate Office team supports a full range of functions, including student communications, course management, lecture scheduling and examinations for the Mathematics Tripos. In addition, it supports specific administrative functions for Part III Mathematics and Mathematics in the Natural Sciences Tripos.

The undergraduate team operates as the Faculty's examinations office for taught programmes (undergraduate and taught masters). As such it supports the delivery of over 100 written examinations each year, 70-80 of which are implemented on site, with over 1500 students across the courses. The team supports Examiners, Assessors, Invigilators and Academic Officers in the delivery of this core function.

The role is responsible for administration of undergraduate teaching and learning, for Parts IA to II of the Mathematical Tripos and for supporting specific administrative functions for Part III Mathematics and Mathematics in the Natural Sciences Tripos. The role holder is part of the Undergraduate Office Team but is expected to work in collaboration with members of the Postgraduate Office Team if needed.

They will maintain key documentation, oversee the collation of feedback and other data, organise payments to teaching staff, support the implementation of recommendations for students adjustments, and will manage Moodle/Panopto. They will act as a first point of contact for queries, including those for admissions, and support Faculty Open Days

The role holder will support the Undergraduate Office Manager and Examinations Coordinator in the delivery of examinations.

Purpose of the role

To co-ordinate systems and processes on behalf of the Faculty to ensure the smooth and efficient running of the Mathematical Tripos and NST Mathematics courses.

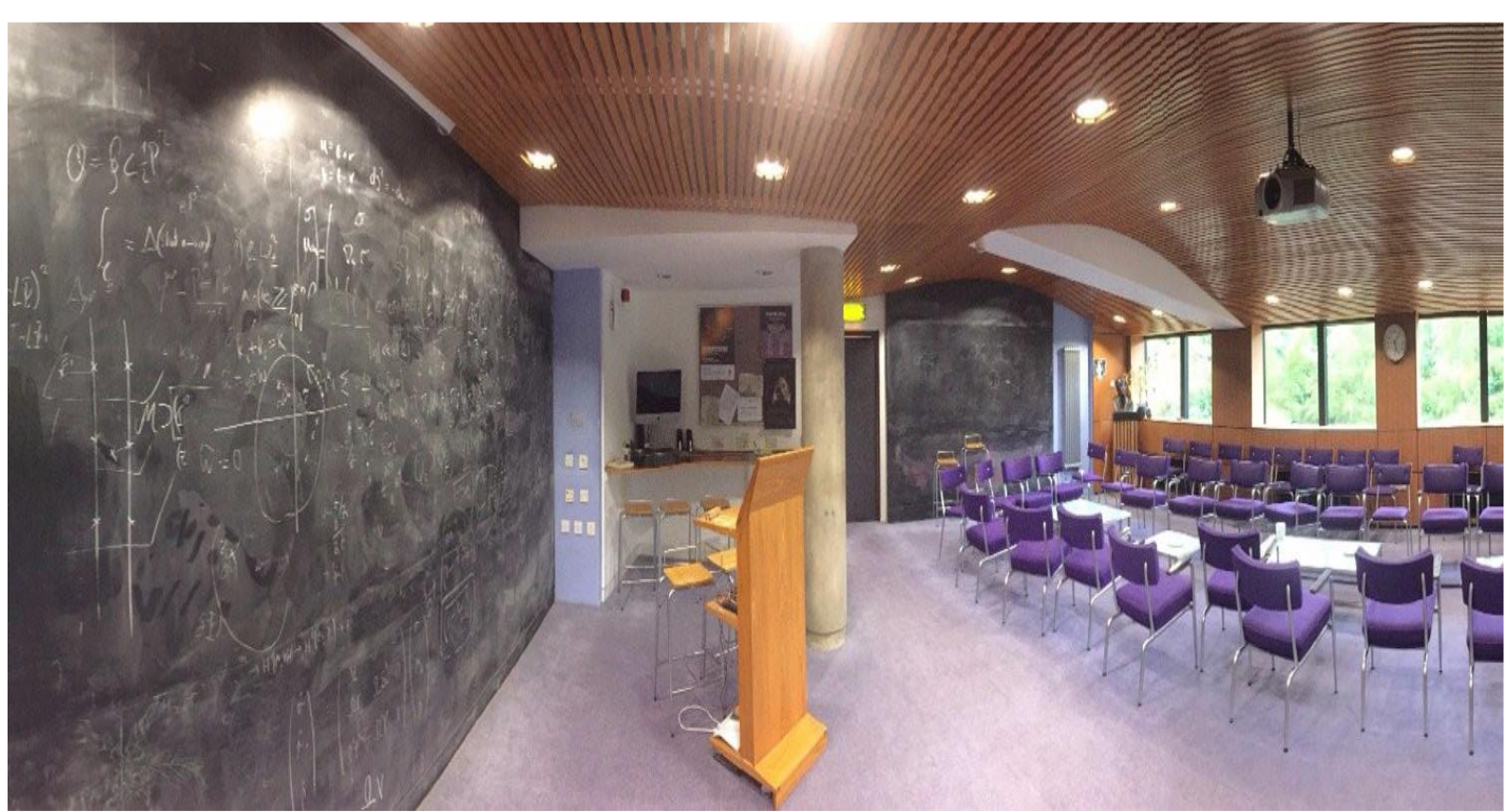
Key responsibilities

- Maintain office procedures, review processes and develop systems to improve efficiency. Establish systems and processes for effective administration of student records and information, update documentation, maintain and update website as required.
- Provide course coordination and administration. Co-ordinate updating of handbooks, check materials for accuracy of style and content and make recommendations for improvements where necessary. Contribute to relevant sections of brochure, proofread the course handbooks.



Key responsibilities continued

- Prepare, update and distribute course materials, including the Schedules, Guides to Courses. Schedule and manage lecture capture recordings.
- Support the delivery of operational delivery of assessment, including payment of casual workers, collating student choices, management of exam scripts, creation of exam papers.
- Deal with enquiries from current and prospective students regarding the course, such as application process, funding and course requirements. Provide advice on procedures and University regulations to students.
- Support teaching and learning. Work closely with the Undergraduate and Postgraduate Taught Directors in drafting of the Faculty Lecture List, updating the teaching web pages and publications (internal and external) relating to undergraduate activities. Create and maintain course Moodle pages and lecture capture recordings.
- Act as secretary to Faculty committees, arrange and attend committee meetings. Create agenda, take and circulate minutes, and ensure follow up actions are implemented.
- Provide input/advice on issues related to the administration of the course/programme. Provide general administration support to teaching/learning academics in the Faculty.
- Oversee the collation and appropriate distribution of Student Support Documents. Liaise with ADRC, DoS and Tutors and implement recommendations to ensure that suitable support is in place for students requiring adjustments.
- Gather, prepare and collate course information/ data, particularly course feedback. Preparing, recording and disseminating student questionnaire results for inclusion into reports written by others for internal stakeholders.



What we can offer you

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. Staff also benefit from a generous annual leave entitlement.

The University offers employees a wide range of competitive benefits, from health care cash plans to childcare, a cycle to work scheme, to shopping and insurance discounts.

Working in the DAMTP Professional Services Team

The Professional Services Team in the Department covers the broad areas of IT, Finance, HR administration, teaching and examination administration, general administration and laboratory and facilities management. The team is vibrant and friendly and prides itself on creating a supportive environment where all team members are valued.

The Centre for Mathematical Sciences is based just off Madingley Road, with easy access to the city centre. The site is a short walk from the Madingley Road Park and Ride and there is staff parking available on site. The site has a café (run by Lemon Zest, who also operate the Zoology Museum café) and there is a staff coffee morning at 11:00 am every week day. The Department has an active social life and organises events throughout the year, in particular the Christmas Party.

If you think you may be the person we are looking for, we would encourage you to submit an application as soon as possible. We welcome you to contact Alexandra Hancock (Undergraduate Office Manager) at ugo-manager@maths.cam.ac.uk for an informal chat or to arrange to visit the department.

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.



Person Specification

Criteria	Essential	Desirable
Qualifications		
Educated to HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience	✓	
Experience		
Administrative experience in Higher Education environment	✓	
Skills		
Competent user of Microsoft Office, particularly, Word, Excel, Outlook and SharePoint.	✓	
Competent user of databases, webpage and email packages	✓	
Excellent communication & interpersonal skills	✓	
Excellent organisational skills	✓	
Knowledge of specialist scientific applications such as TeX and LaTeX, or willingness to learn	✓	
Knowledge of the University's systems (CamSIS, Moodle, timetable.cam), or willingness to learn	✓	
Demonstrate knowledge of course administration, involving understanding of relevant principles	✓	
Experience of supervising others		✓
Ability to work flexibly and be supportive of team colleagues		
Ability to exercise tact and diplomacy when working with people at all levels	✓	
Additional Requirements		
Attention to detail is crucial as the incorrect recording of data could have serious consequences.		✓

Faculty of Mathematics

The Faculty of Mathematics, part of the School of Physical Sciences and has two departments, [Applied Mathematics and Theoretical Physics \(DAMTP\)](#) and [Pure Mathematics and Mathematical Statistics \(DPMMS\)](#). DPMMS has a sub-department of statistics called the [Statistical Laboratory](#).

The Departments (including the Statistical Laboratory which is a sub-department of DPMMS) are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a beautiful development west of the city centre and close to other Science Departments. The accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics.

The Faculty of Mathematics is now one of the largest in the world, with over 1000 students on undergraduate and master's courses, 350 postgraduate students, 150 postdoctoral researchers and more than 120 staff. It continues as a global leader in mathematical research and its applications to numerous areas, including health, life sciences, the environment, (quantum) information, data science, fluid dynamics, theoretical physics (including cosmology, astrophysics and geophysics), and statistics.

Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP. For more information please see: <https://www.damtp.cam.ac.uk/research>.

In DPMMS, there are no formally organised research groups as such. The pages for individual members of DPMMS give information about each person's research interests (see: <https://www.dpmms.cam.ac.uk/research/>). The research environment in DPMMS is very lively. Many regular seminar series meet weekly during term, and there is a steady stream of short and long-term visitors from around the world.

Further general information about the University of Cambridge, the Departments and Mathematics in Cambridge may be found on the websites:

<https://www.maths.cam.ac.uk>

<https://www.damtp.cam.ac.uk>

<https://www.dpmms.cam.ac.uk>



The School of Physical Sciences

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

About the School

The School of the Physical Sciences comprises the following Departments:

- [Applied Mathematics and Theoretical Physics \(DAMTP\)](#)
- [Chemistry](#)
- [Earth Sciences](#)
- [Geography \(including the Scott Polar Research Institute\)](#)
- [Institute of Astronomy](#)
- [Isaac Newton Institute of Mathematical Sciences](#)
- [Materials Science and Metallurgy](#)
- [Physics \(Cavendish Laboratory\)](#)
- [Pure Mathematics and Mathematical Statistics \(DPMMS\)](#)



The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University's annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets, as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.



Terms of Appointment

Tenure and probation

Appointments will be made on a permanent. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

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

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.

Equality and Diversity

We particularly encourage 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.

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 <https://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 at hr-office@maths.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

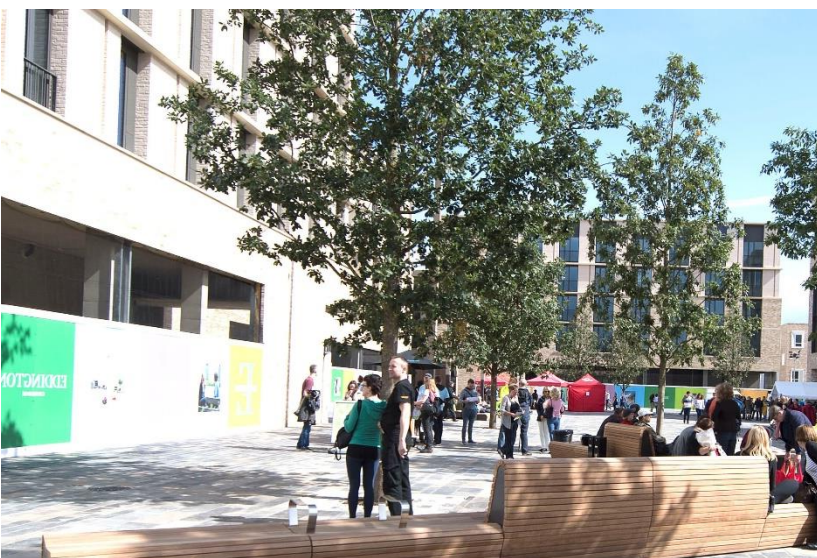
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure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



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.

The University is unable to issue sponsorship under the Skilled Worker Visa route for this role as it does not meet the minimum skill and/or salary requirement.

Informal enquiries are welcomed and should be directed to Alexandra Hancock, Undergraduate Office Manager at ugo-manager@maths.cam.ac.uk.

If you have any queries regarding the application process, please contact:
LE45837@maths.cam.ac.uk.

The closing date for applications is **14 May 2025**.

The interview date for the role is **22 May 2025**.

