



Contact Information & Who Books What

April 2024

Domestic Bursar & College Safety & Fire Officer

Wendy Evans

domestic.bursar@newn.cam.ac.uk

01223 335 801

- Health and Safety issues, procedures and policies
- Fire safety issues and fire precautions – the “Responsible Person”
- First Aid provision and policy
- COVID-19 Secure Measures
- Risk Assessments & Standard Operating Procedures
- General Accommodation Issues / Complaints / Compliments
- General questions that you are unsure who to direct them to
- Enquires about the Bar / Gym / Environmental / Fairtrade
- Personal License Holder for the College – Bar / June Event / Garden Parties



Buildings Manager & Deputy College Safety & Fire Officer

Andy Kite

buildings.manager@newn.cam.ac.uk

01223 335 802

Please visit https://app.casc.cam.ac.uk/rms_live/ to report

- Electrical issues & heating issues
- Plumbing – blocked or not working, cold water etc.
- Broken windowpanes
- Fire / Safety Issues
- Building Projects and General Maintenance



Catering Operations Manager

Daniel Rabaca

catman@newn.cam.ac.uk

01223 335 707

- Buttery Service
- Iris Café
- Provision & Formal Halls
- Bar Provision
- High Table Service
- Menu development & compilation (with the Executive Head Chef)
- Food Allergen Policy
- Food Hygiene Policy
- Food Purchasing Policy
- College Wine Cellars (with the Deputy Catering Manager)



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Conference Department**Conference Manager**

Freya Vaughan (Conference Manager)

Freya.vaughan@newn.cam.ac.uk

01223 369 959

**Conference Office Team**

Megan Halliday (Conference & Events Co-Ordinator)

conference@newn.cam.ac.uk

01223 335 803



Kieran Davies (Conference & Accommodation Administrator)

conference@newn.cam.ac.uk

01223 331 706



- Booking Meeting Rooms / Old Labs
- Booking conferences / day meetings
- Booking parties / events
- Booking for society meetings
- Booking sports field (in first instance)
- Coordinating room set-ups
- Coordinating AV and IT support for the meeting rooms
- Supporting the organisers to complete Risk Assessments for their bookings
- Arranging piano tuning

Housekeeping Manager

Alison Carman

01223 330 474

housekeeping.manager@newn.cam.ac.uk



- Room inventory questions
- Cleaning standards in communal areas (kitchens / bathrooms)
- Mattresses: problems, springs / lumps etc; **we will swap them!**
- Curtains / Blinds / Carpets
- Accidents in your rooms – carpet stains / furniture damage / carpet cleaning
- Pest control (wasps/bees/moths etc.)
- PHS – Sanitary Bins disposal
- Waste Disposal
- Recycling Bins
- Furniture issues
- Request for Computer Chairs
- Valuable Possessions
- Winding clocks
- Going Down / End of term / Leaving your room enquires
- Lockable storage enquires
- International Storage
- Window Cleaning

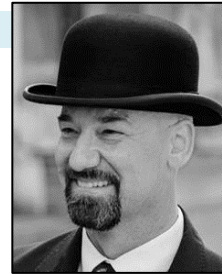
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Head Porter

Bob Watson

head.porter@newn.cam.ac.uk

01223 330 487



Main Porters Lodge staffed 24/7: 01223 335 700

- Keys / Salto cards
- Security Issues
- CCTV / Access control gates and barriers
- Post / Royal Mail deliveries
- Managing the app for Supervision room bookings
- Parking Permits / Parking Enquiries
- Fire Grab Bags / Fire Reps / Fire Drills
- First Aid / Accident Reporting / Incident Reporting
- Cycle Registration
- Lost and Found Property

Head Gardener

Paul Anderson

head.gardener@newn.cam.ac.uk

01223 335 777



- Newnham College Garden Club
- Ivy growing on your windows
- Permaculture Garden
- Garden Party advice and co-ordination
- Culled bikes
- Booking the sports pitch via Conference Office in first instance

Undergraduate Admissions Office

admissions@newn.cam.ac.uk

Catherine Rowley – UG Admissions Coordinator

catherine.rowley@newn.cam.ac.uk

01223 335783



Holly Nicholls – Schools Liaison Officer

holly.nicholls@newn.cam.ac.uk

01223 330471

- Undergraduate applications
- Offer holder communication, including Offer Holder Open Day
- Outreach events in College and in schools
- Student Ambassadors
- Working with educational charities
- Open Days
- Applicant support webinars

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Tutorial & Academic Office

Senior Academic Administrator - Rachel Rowe

rachel.rowe@newn.cam.ac.uk

01223 335 791

- Oversight of Tutorial Office staff and tasks
- Support for Senior Tutor and Deputy Senior Tutors
- Support for Committees (Academic Planning Committee, Education Committee, Directors of Studies Committee, Tutors Committee)
- Maintenance of student records, including allocation of Tutor, DoS and Mentor
- Maintenance of student supervision records (CamCORS)
- Student welfare support
- Tutorial website updates



Undergraduate Academic Administrator - Geri McNulty

geraldine.mcnulty@newn.cam.ac.uk

01223 335 701

- Organisation of Undergraduate Matriculation
- Organisation of Subject Formal Halls and Feasts
- Organisation and support for exams (including applications for reasonable adjustments)
- Organisation of applications to the EAMC
- Support for international students, including visa administration



Academic Administrator - Sarah Loveday

sarah.loveday@newn.cam.ac.uk

01223 335 811

- Administration of Postgraduate Admissions and Matriculation
- Praelector's Clerk - support for all aspects of graduation ceremonies
- Point of contact for University cards for students
- Secretarial support for the Education Committee



Student Finance Office - Marketa Green

(Part-time during school term time – Tuesday, Thursday, Friday)

grantsawards@newn.cam.ac.uk

01223 335 790

- Point of contact for student finance queries relating to grants, bursaries and funding for undergraduate and postgraduates
- Point of contact for Student Loan Company support and attendance confirmations
- Support for Grants and Awards Committee



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Student Accommodation Officer

student.accommodation@newn.cam.ac.uk

Vicki Herring - vicki.herring@newn.cam.ac.uk

(Part-time: 9am-1pm Monday to Thursday & 9am-11.45am on Friday)

- Allocation and administration of Undergraduate & Postgraduate College accommodation (including room ballot and Licences)
- Dealing with enquiries related to student accommodation
- Creation and maintenance of information about the college's student accommodation
- Advice to students who need to find accommodation outside of college



Student Accounts Administrators

finance@newn.cam.ac.uk

Hazel Rayment

hazel.rayment@newn.cam.ac.uk

01223 335 722

Kathy Malley

kathy.malley@newn.cam.ac.uk

01223 335 754

- Buttery / Dinner charges
- College Bills
- College Fees
- University Card use in Buttery / Iris Café



Information & Support Office

Barbara Bennett - Information & Support Manager

barbara.bennett@newn.cam.ac.uk

01223 335 780

Clare Smith - Information & Support Administrator

clare.smith@newn.cam.ac.uk

01223 335 781

- Onboarding of new SCR members and staff
- University Cards for SCR Members and staff
- Issuing CRS IDs
- Information and support to the Council and the Governing Body and their respective Committees
- Managing the records for all members of the SCR
- Preparation of the annual Meetings Card
- Email administration, Website administration & managing the College intranet page
- Maintaining University Look-up for SCR members and staff
- Managing the College's stationery and office supplies
- Main point of contact for shredding and battery recycling
- Arrangements for certain SCR events



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Library

Eve Lacey – College Librarian

eve.lacey@newn.cam.ac.uk

01223 335 739

Members of College can book the Group Study Room and Media Room by emailing library@newn.cam.ac.uk



IT Helpdesk

01223 769 990

Please email helpdesk@newn.cam.ac.uk for:

- IT support
- Wi-Fi issues
- Internet connections
- Software upgrades
- Computer Rooms
- Main point of contact for printing, toner ordering and recycling

**See “Who Books What”
over the page...**

WHO BOOKS WHAT ?

We want to make the booking of rooms in College as easy as possible. Please contact the Conference Office on conference@newn.cam.ac.uk or call us on **01223 335 803** to book the following:

- ❖ **Meeting and Function Rooms**
- ❖ **Supervision Rms** during term time via an online booking system:
https://app.casc.cam.ac.uk/rms_live

If you have not registered before to use this system, please contact Kieran Davies in the Conference Office who will organise this registration: Kieran.davies@newn.cam.ac.uk

*Supervision Rooms 1 to 6 – Ground floor in the Dorothy Garrod Building
Pightle Dining Room – Ground floor in the Pightle (there are steps)
Coach House 101 & 103 – First floor in the Coach House (near the Pfeiffer Arch)*

- ❖ **Supervision Rooms** out of term time via conference@newn.cam.ac.uk
- ❖ **BBQ area** (Please note only a maximum of 6 people allowed during the exam term)
- ❖ **College Hall piano**
- ❖ **Garden Parties**
- ❖ **Old Labs Main Practice Space**
- ❖ **Old Labs Practice Rooms: No.1, No.2 and No.3**
- ❖ **Sports Field** (term time only)
- ❖ **Marquee** (between May and October each year)

Please note the Conference Office is open Monday to Friday (8:30am - 5pm) and not during the evenings or weekends. Any requests after 5pm on a Friday will not be responded to until Monday morning. Please do book in advance, to avoid disappointment.

There are some areas which are not booked via the Conference Office, please see below:

- The Clough JCR is booked via the JCR Ents Officers ents@newn.cam.ac.uk
- The MCR is booked via the MCR Committee mcrcttee@newn.cam.ac.uk
- The Iris Bar is booked via the Bar Committee committee@newn.cam.ac.uk
- The Party Room (when it is open) is booked via [Party Room Booking.xlsx](#)
- The Group Training Rm in the Library is booked via library@newn.cam.ac.uk

All events must be approved by the Conference Office before going ahead to ensure no clashes with other events & to check if any Risk Assessments or other documents are required.

Tennis Courts please collect keys from the Porters' Lodge. First come first served basis (there are 2 playable tennis courts).

The Art Room (in the annex at No. 3 Clare Road / Holly Cottage) please collect the keys from the Porters' Lodge.