College Officers

The Admissions Tutor
The Admissions Tutor reports to the Senior Tutor and is responsible for overseeing all aspects of undergraduate admissions; she is responsible for the number of undergraduates admitted each year and is the College's representative on the University Admissions Forum.

The Archivist
The Archivist is responsible for the management and administration of the College Archives. The Archivist works under the direction of the College Council and is responsible to the Bursar for documents bearing on land, buildings and material assets of the College.

The Bursar
The Bursar is responsible, under the direction of the College Council, for all matters affecting the College finances and management of the College estate, properties, trust and other funds, legal and personnel matters.

The Bursar is Secretary to the College Council and responsible for servicing the Council and Governing Body; for the preparation and dissemination of information concerning personnel and procedures.

The College Accountant
The College Accountant reports to the Bursar and assists in the financial management of the College and its subsidiary companies.

The College Librarian
The College Librarian is responsible to the Directors of the Newnham College Library Company Limited for the provision of Library services.

The Director of Development
The Development Director is responsible to the College Council for all aspects of the College's fundraising activities.

The Domestic Bursar
The Domestic Bursar supports the Bursar in the non-academic management of the College including management of the Catering, Housekeeping, Gardens and Maintenance Departments, the Porters' Lodge and the Maintenance Team. The Domestic Bursar is the College's Safety Officer.
The Financial Tutor

The Financial Tutor is responsible for correspondence with Local Education Authorities concerning changes in circumstances of individual award holders and, together with the other Tutors, for giving advice to individual students about the funds to which they might apply.

The Graduate Tutor

The Graduate Tutor has general responsibilities for the graduate community, including admissions policy, administration, and accommodation.

The High Table Steward

The High Table Steward is responsible for the College Entertainment Budget and advises Senior Members regarding arrangements for College Entertainment including events such as Guests Nights, Memorial Lectures, the Supervisors’ Party, Matriculation Dinners and Graduation.

The Principal

The Principal “exercises a general superintendence over the affairs of the College” [College Statutes], chairs the Governing Body, College Council and other major committees and presides over the College’s main formal occasions.

The Registrar of the Roll

The Registrar of the Roll is responsible for the Register of all members of the Roll (the College’s alumnae), publishes the annual Roll Letter, arranges Roll events and liaises with the Associates.

The Secretary of the Governing Body

The Secretary of the Governing Body is responsible for ensuring that matters which are the concern of the Governing Body are brought to its attention and that the business of that body is conducted in accordance with the Statutes and Ordinances.

The Senior Tutor

The Senior Tutor is responsible for overseeing education provision and student welfare. She is also the College’s Disability Liaison Officer and Prevent Duty Officer.

The Vice-Principal

The Vice-Principal deputises for the Principal, advises on procedural matters, and is responsible for matters relating to Senior Members including their accommodation.