



## **EXETER COLLEGE, OXFORD**

### *Administrative Assistant*

*Maternity cover contract from mid-June 2025 until 31 July 2026*

*Within a range £27,838 to £31,459 per annum, pro-rata*

### *Further Particulars*

#### *Introduction*

Exeter College seeks to fill the post of Administrative Assistant in the Academic Office. The postholder will have an integral role supporting the smooth running of academic matters and providing administrative support within the College. The postholder will report to the Academic Registrar as their line manager but will also work closely with the Deputy Academic Registrar (who will oversee their work on a day-to-day basis) and the Human Resources (HR) Manager.

#### *Exeter College*

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial and Exeter has a reputation for being small, friendly, and maintaining consistently high academic standards.

The College is governed by a Rector and c.60 Fellows, and has around 370 undergraduate students, 26 visiting undergraduate students and 350 students engaged in post-graduate studies.

#### *About the Academic Office*

Exeter's Academic Office provides many crucial services to students, tutors, and other staff in the College. The office is responsible for the administration of academic processes in Exeter, including: preparation and distribution of papers for the College's academic committees; overseeing admissions and registration procedures for undergraduate, graduate and visiting students; offering support to Fellows; handling enquiries from students; and managing the collection and dissemination of academic information to other departments in the College.

The Academic Office comprises an Academic Registrar, a Deputy Academic Registrar, an Admissions Officer, an Access and Outreach Manager, an Academic Support Officer, a Schools Liaison Officer and an Administrative Assistant. The Senior Tutor, who is a Fellow of the College and whose role incorporates the offices of Senior Tutor, Tutor for Graduates, and Tutor for Admissions, has overall management responsibility for the Academic Office.

#### *Purpose and Objectives of the Post*

The purpose of this post is to provide administrative support to help ensure the smooth and efficient operation of the Academic Office, as it supports Exeter's academic staff and students. The postholder will work with academic staff, students, and other College and University departments. They will be expected to develop expert knowledge of College and University systems and procedures relating to the tasks listed in the job description.

A defining characteristic of the Academic Office is that whilst every postholder has specific responsibilities, all members of staff work as a team, assisting each other as the need arises.

## *Principal Responsibilities*

### **1. Academic organisation and support**

#### **a. College matters**

- i. Provide administrative support following internal committee meetings, e.g. scholarship letters, change of course arrangements;
- ii. Assist with the preparation and circulation of papers and reports as required;
- iii. Provide secretarial support to internal College committees (and specifically IT Committee) as appropriate, including taking minutes.

#### **b. Student matters**

- i. Organisation of Collections (termly College examinations), including printing papers, managing online examinations, arranging invigilation and helping to ensure any alternative examination requirements are put in place;
- ii. Assist with the enrolment of students, and the preparation and completion of changes in circumstances forms (including updating student records and communicating information to appropriate departments as required);
- iii. Advise students, and record and process applications for student academic and extracurricular grants (including liaising with the College accounts department to arrange payments, as appropriate);
- iv. Assist in the completion of the College's annual HESA return to the University in relation to financial awards made to students;
- v. Be responsible for the preparation of transcripts for alumni, and for responding to education verification requests, seeking guidance as necessary;
- vi. Collection of, and reporting on, visa monitoring data, and identifying and reporting issues in a timely manner;
- vii. Contribute to the periodic updates of student publications (e.g. College Rules and Information books for Students) and Academic Office forms; arrange and oversee printing.
- viii. Organise Rector's Collections (termly meetings between students, tutors and the Rector), including scheduling times, booking rooms, printing reports, and following up on non-attendees and related queries.

#### **c. Fellows' matters**

- i. Provide occasional administrative support to Fellows, as required, including the reproduction of papers for Collections.

#### **d. Academic Office administration**

- i. Provide the first port of call for general enquires to the Academic Office, including by email, phone and in person;
- ii. Provide general office administrative support for the Academic Office, including photocopying, filing, and dealing with post;
- iii. Maintain student information in accordance with Academic Office and data protection policy, and assist with archiving processes

- iv. Be responsible for the monitoring and ordering of stationery supplies for the College;
- v. Order student cards as required, and cancel cards for leavers;
- vi. Assist in the upkeep of the Bursary photocopier, including monitoring and replenishing paper and toner supplies, and organising repairs as necessary;
- vii. Assist the College Secretary in the recording and monitoring of Freedom of Information requests when required;
- viii. Provide administrative support, including diary management, to the Senior Tutor and Academic Registrar;
- ix. Liaise with the Department of Anthropology to organise the annual Marrett Lecture and dinner.

## **2. Examination administration**

- i. Follow up problems or omissions from examination entry, liaising with the Deputy Academic Registrar where necessary;
- ii. Assist with the maintenance of Academic Office records of examinations results and provide administrative support in the preparation of lists of prizes and scholarships;
- iii. Work as part of the Academic Office team to ensure Bank Holiday and evening examination sessions are appropriately covered and supported, and liaise with the Exam Administration and Services Team (and Proctors) accordingly - for example escorting unwell students from the exam venue.
- iv. On occasion, provide invigilation cover for examinations held in College.

## **3. Human Resources Administration**

### **a. Recruitment and selection**

- i. When required, assist with the College's recruitment administration for academic and non-academic vacancies including processing applications, issuing letters, making arrangements with regard to interviews, etc;
- ii. When required, assist with the administration of the new starter process, to include ensuring the timely return of paperwork, reference requests, and assisting with the right to work checking and monitoring process;

### **b. Tuition database**

- i. When required, assist the HR Manager with managing the TMS tuition database by responding to queries.

### **c. General administration**

- i. Take notes at HR meetings (e.g. disciplinary and grievance meetings) as required;
- ii. Provide general office support when required, including diary management, telephone cover, photocopying, filing and archiving records, and dealing with post.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will also be expected to carry out such other duties as the Academic Registrar (or their deputy) may from time to time request. The duties listed above may be varied from time to time without changing the essential character of the post.

### *Further Details*

Department:	Academic Office
Responsible to:	Academic Registrar (day-to-day: Deputy Academic Registrar)
Responsible for:	N/A
Liaison with:	Rector, Sub-Rector, Senior Tutor, Bursar, Fellows and Lecturers, Heads of College Departments, former students, current students, prospective students, College Nurse and other members of the College welfare team (e.g. Junior Dean), University Administration & Services, University departments, University Proctors.
Duration:	This is a fixed-term contract until 31 July 2026, to provide cover during another member of staff's period of maternity leave.
Probation:	The initial appointment is subject to a probationary period of 3 months.
Notice period:	One month
Salary:	pro-rata equivalent of £27,838 to £31,459 per annum (Grade 4), depending on qualifications and experience.
Pension:	The Administrative Assistant will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt-out in writing.
Place of work:	This role is primarily based at our Turl Street site in central Oxford, and it is anticipated that the postholder will work the majority of their hours in College. However, the College supports flexible working, and is able to consider requests for limited homeworking, as appropriate.
Hours of work:	<p>Full Time (36.5 hours per week).</p> <p>The postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the Academic Registrar, including working on Bank Holidays when they fall within Full Term, and occasional attendance on Saturdays and/or evenings if required to supervise student examinations.</p>
Annual Leave:	<p>38 days per annum, pro-rata</p> <p>(For a full-time, permanent member of staff the entitlement would comprise 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period, which is normally the period between Christmas and New Year).</p> <p>The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term, and occasional Saturdays and/ or evenings, for which time off in lieu may be offered. All paid leave must be taken in agreement with the Academic Registrar, and outside academic terms and other periods when the postholder's presence is essential.</p>
Meals:	A free lunch is provided for the postholder while on duty, and provided the College's kitchens are open.
Training:	The postholder will be encouraged to attend relevant training offered by the Oxford Learning Institute, Oxford University IT Services, and Oxford University Library Services.

DBS: Because this post will involve work with children and vulnerable adults, the successful applicant will be required to undergo an enhanced Disclosure & Barring Service (formerly the Criminal Records Bureau) check.

### *Equality, Diversity & Inclusion*

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality, including gender, racial, and disability equality, are available from the College's website: <https://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

The appointment will also be subject to an enhanced Disclosure & Barring Service (DBS) check, and a complete medical questionnaire, both of which must be to the satisfaction of the College.

### *How to Apply*

The closing date for applications is **12pm (noon) on Wednesday 7 May 2025**.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and email addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. References will be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form;
- (ii) A full *curriculum vitae*.
- (iii) Where appropriate, a covering letter providing any additional information that the candidate may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to [vacancies@exeter.ox.ac.uk](mailto:vacancies@exeter.ox.ac.uk). If possible, applications should be submitted as one or more PDF file(s).

It is anticipated that interviews will take place at Exeter College (Oxford) on either 15 or 16 May 2025.

Informal enquiries about this post may be directed in the first instance to the Academic Registrar, Josie Cobb ([josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk)). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

### *Data protection*

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

## PERSON SPECIFICATION

Category	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. GCSE (or equivalent) Maths and English at Grade C or above</li> <li>2. Educated to HNC, A level, NVQ, HND level or equivalent competence gained through professional experience</li> </ol>	<ol style="list-style-type: none"> <li>1. Educated to degree standard, or equivalent competence gained through qualifications or relevant experience</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Relevant administrative experience (ideally in a comparable setting)</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of higher education administration, student services, or working with academics</li> </ol>
<b>Skills and knowledge</b>	<ol style="list-style-type: none"> <li>1. A proven ability to successfully juggle multiple demands and to remain calm under pressure</li> <li>2. An ability to take the initiative</li> <li>3. Excellent command of the English language: strong spoken and written communication skills, including the ability to communicate with a wide range of people at all levels of the organisation</li> <li>4. Excellent interpersonal skills, including the ability to work as part of, and contribute to the work of, a wider team</li> <li>5. Excellent attention to detail and high levels of accuracy</li> <li>6. Strong IT skills including email, word-processing and spreadsheet packages</li> <li>7. The ability to deal appropriately with confidential and sensitive information</li> <li>8. The ability to act with tact and diplomacy</li> <li>9. A preparedness to learn new applications and develop knowledge as required</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of minute-taking</li> <li>2. An awareness of the Equality Act 2010, data protection, and freedom of information legislation</li> <li>3. An understanding of the Oxford University Collegiate structure</li> </ol>
<b>Personal qualities</b>	<ol style="list-style-type: none"> <li>1. A flexible attitude towards duties, including a willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College year</li> <li>2. An enthusiastic and motivated attitude, with a positive 'can do' approach to working in a team or individually</li> <li>3. Demonstrable commitment to own personal development</li> <li>4. Supportive of the aims and objectives of Exeter College</li> </ol>	