



## **Deputy Academic Registrar**

### **Further particulars**

#### **About St John's College**

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk).

#### **Overview of the Department**

The Academic Office provides support to St John's students and academic staff in all matters of academic administration, from admissions to graduation. The Office offers a professional, friendly and informal atmosphere, focused on supporting students, tutors and the academic functions of the College. The members of the Academic Office work under the overall direction of the Senior Tutor, who has accountability for the work of the office and the Academic Registrar, who oversees the operation and leadership of the Academic Office. This Office has recently undergone a review into its structure and functions, which led to the creation of this role. The postholder will be expected to play a part in assessing the outcomes of this review and in any further adjustments which result.

#### **Overview of the Role**

The post holder will have an integral role in ensuring the smooth running of academic matters and administrative support within the College and will deputise for the Academic Registrar in their absence. They are expected to develop expert knowledge of College and University systems and procedures, to take effective decisions and to build key relationships within and beyond the College.

The post-holder will work closely with the Academic Registrar and College Officers responsible for the academic activities of the College, including the Senior Tutor and the Provost for Academic Affairs, with members of the College's Academic Office staff, College Fellows and lecturers, other members of the College's professional staff, undergraduate and graduate students. Liaison will also be required with staff in other colleges and University departments.

This is a senior administrative position in the College, suitable for candidates who have held administrative responsibilities in an academic or academic-related environment, who will enjoy working collaboratively with other members of administrative staff, and also with Fellows and other academics of the College.

Those with previous experience of the undergraduate admissions process in an Oxford college or department who wish to develop their careers in academic administration are particularly welcome to apply.

### **Main duties and responsibilities**

#### **1. Deputising for the Academic Registrar**

- (i) To undertake full deputy responsibilities within the team, including taking responsibility for all aspects of the running of the office at those times/on those days when the Academic Registrar is absent, including supervisory responsibility for the whole team and dealing with student queries and urgent matters as they arise.
- (ii) Representing the office at College meetings when the Academic Registrar is unable to attend.

#### **2. Line management**

- (i) Line management as required of some members of the Academic Office team, including their performance and pastoral care.

#### **3. Undergraduate Admissions process and arrangements for new students**

- (i) Responsible, with the support of Academic Office staff, for the running of the undergraduate admissions process, to include the candidate interview period in December and the confirmation of offers following the publication of results in mid-August.
- (ii) Work collaboratively to produce annual guidance to new undergraduate and graduate students and deliver student arrival, induction and registration processes, including arrangements for under-age students.
- (iii) To be responsible, with the support of the Graduate Officer and Academic Officers, for arrangements for the annual undergraduate and graduate student welcome week. To include scheduling of events and liaison with other College departments and College Officers.
- (iv) Responsibility for the preparation of the College List of student members for the start of each academic year, and of termly updates as required.

### **Support for the College's academic activities**

- (i) Working with the Senior Tutor, provide administrative support to the Academic Services Committee, including the preparation and drafting of agendas and papers, circulating papers and taking minutes.
- (ii) Act as the Academic Office's representative on the College's Health and Safety Committee.

#### **4. Student matters**

- (i) Assist the Academic Registrar with student casework relating to academic discipline and undergraduate suspension of study, to include drafting correspondence and note-taking at student meetings and case reviews.
- (ii) Maintain and revise the College's Undergraduate and Graduate Student Handbooks, taking key responsibility for content and coordinating update requirements from other College Departments and relevant College Officers.
- (iii) Work with the colleagues in the Academic Office and Welfare team on arrangements for in-College exam sittings.

#### **5. Academic Office administration**

- (i) Take responsibility for the management and archiving of student records and data in line with data protection legislation.
- (ii) Work with the Executive Officer to manage the Academic Office's presence on intranet and College website/student hub
- (iii) Undertake *ad hoc* project work as and when required.
- (iv) Such other comparable duties as may be required by the Academic Registrar and Senior Tutor.

#### **Person Specification**

##### Essential

- Educated to degree level, or equivalent professional experience.
- Previous experience in a similar role within Higher Education.
- Excellent interpersonal skills, including a high-level of proficiency in verbal and written communication and an awareness of the sensitivities of dealing with a variety of different constituencies within the context of a collegiate University.
- Excellent IT skills, including word processing, email, spreadsheets and databases.
- Accuracy, attention to detail, and an organised and methodical approach to work.
- Problem-solving skills and the ability to exercise judgement and initiative.
- Ability to work calmly under pressure, and to prioritise and meet deadlines.
- Flexibility in their approach to work, with a co-operative attitude, and an appreciation of the fact that roles in a busy office are not always clearly demarcated, and team members will be required to help each other out in order to ensure that the Academic Office as a whole maintains the excellent standards of service that the College requires and expects of it.
- Ability to handle sensitive and confidential matters with discretion.

### Desirable

- Experience of managing a small team.
- Previous experience of the undergraduate admissions process in an Oxford college or department

### **Reporting Structure**

The Deputy Academic Registrar reports directly to the Academic Registrar.

### **Personal Documentation**

The selected candidate will be required to present documentation demonstrating the Right to Work in the UK.

### **Terms and Conditions**

**Salary:** Grade 8 of the University salary scale (currently £46,735 to £55,755) per annum).

**Hours of work:** Normal office hours are 35 hours per week. Normal hours of work are to be agreed but are expected to fall within the period 8.30am – 5.30pm, with an hour for lunch. Some flexibility will be required according to particular responsibilities; some evening and weekend work may be required, for which time off in lieu will be given.

**Holidays:** Annual entitlement is 38 days inclusive of 8 Bank Holidays (pro rata for part time staff) and is to be taken by agreement with the Academic Registrar. The College operates fixed closure days where you will be required to use holidays. The holiday year runs from 1 January to 31 December

**Pension:** The post holder will be entitled to join the Universities Superannuation Pension Scheme.

**Probationary and Notice Periods:** The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be:

- (a) After the initial probationary period, and up to four years' service – one month
- (b) For each full year of continuous service after four years' service – not less than one week for each continuous year of service, up to a maximum of twelve weeks' notice.

**Meals:** The post holder is entitled to free meals on days when working at the College site.

### **Application Procedure**

If you consider that you meet the selection criteria (detailed previously), please send your application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history by email, to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk).

Your application should arrive no later than Monday 8<sup>th</sup> September 2025 12 noon.

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position (preferably your current Line Manager). Please indicate whether we can contact them at this stage.

If your application is successful, your appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

### **Equal Opportunities Statement**

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with 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. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.

### **Data Protection**

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.