



St John's College
Oxford

ADMINISTRATIVE ASSISTANT, PRESIDENT'S OFFICE

FURTHER PARTICULARS

ABOUT THE POST

Founded in 1555 by Sir Thomas White, St John's College is one of the larger colleges in the University of Oxford. The College occupies a large main site in Central Oxford and its historic buildings and beautiful gardens are complemented by first class modern facilities. There is a vibrant academic community consisting of approximately 650 undergraduates and postgraduate students, 100 academics and 200 professional staff.

The Administrative Assistant is a newly created position in the President's Office to help provide efficient and confidential administrative support to the President and to the overall work of the office.

The primary responsibility of the postholder will be to provide day-to-day support to Professor Lady Sue Black, President of St John's College. This will include dealing with the large volume of emails and enquiries received on a daily basis and managing the President's diary. The postholder will be responsible, in conjunction with the Executive Officer to the President, for quickly assessing and prioritising the urgency of requests for information from, or access to, the President and responding in a timely manner. The post-holder will also often be the first point of contact with the College for outside enquirers and a point of contact between the President and the rest of the College. In addition, the postholder will support events in the Lodgings and liaise with the relevant departments where appropriate. The role reports to the Executive Officer.

This is a great opportunity to join a small, friendly team and to work in an interesting and varied role where no two days are the same. The individual will gain an in-depth insight into life at an Oxford college and will have the opportunity to make a positive contribution to the President's Office and the College as a whole.

MAIN DUTIES AND RESPONSIBILITIES

- Proactively manage the President's diary, scheduling and maintaining all details efficiently and effectively. Ensure that the President has the necessary documents required for each day, and that she is briefed on her daily schedule and prepared effectively for meetings.
- Provide a regular to-do list for the President so that she is aware of when forthcoming speeches and interviews are due so that she can prepare for them.
- Act as first point of contact for the President, deal with general enquiries and reply to correspondence in a timely and appropriate way. Ensure that urgent matters are addressed in the President's absence, in liaison with the Executive Officer or the Director of Communications and Engagement.
- Send College messages to the mailing lists and maintain the Honorary Fellows and Emeritus Fellows mailing lists so that they are up-to-date.
- Ensure that all College and external activities are planned 1–2 years in advance to enable accurate co-ordination of both College and personal commitments.

- Liaise with the Lodgings Housekeeper and other College staff as appropriate on arrangements for events and accommodation in the President's Lodgings and deal with the President's visitors including arranging accommodation and/or meals in College accordingly.
- Organise and maintain accurate filing and database systems (paper and electronic) to ensure that important records can be located and that all records containing personal and confidential information are held securely.
- Work with the Accounts Department to ensure the accurate charging of the President's hospitality and expenses and manage the President's credit card account.
- Arrange travel and accommodation, both within the UK and internationally, and manage claims for related expenses. Produce detailed travel itineraries, as appropriate.
- Provide event support in the Lodgings for the President's Office: issuing invitations and recording replies and liaising closely with catering and events staff.
- Provide administrative support for a number of events and occasions at which the President meets students, including the Freshers' lunches, regular meetings with the JCR and MCR Presidents and Collections.
- Organise, or support the organisation of, other events as required.
- Support the administration of various College prizes and awards, receiving entries and organising and supporting judging panels. Arrange the mailing from the President to students who have received a College award.
- Attend meetings, take comprehensive notes, and ensure that professional typed minutes are produced and distributed in a timely and accurate manner. When required, collate papers and prepare draft agendas in advance of meetings, and circulate copies to committee members in good time before the meeting.
- Book rooms and facilities for meetings, as appropriate
- General office duties, including the maintenance of equipment and ordering supplies.

Key internal working relationships: members of College including academic and professional staff and students. Key teams include Communications and Engagement, Events and AV, Development & Alumni, Finance, SCR, Academic Office, Access and IT.

PERSON SPECIFICATION AND CRITERIA

Requirements	Essential (E)/ Desirable (D)
Candidates will be expected to demonstrate the following:	
Education	
Educated to at least A-Level or equivalent professional experience	E
Experience	
Experience of administration and/or office support	E
Understanding of event management	D
Experience of working in a higher education or comparable environment	D
Knowledge	
Excellent IT skills, including knowledge of Microsoft Office programmes	E

Skills and Abilities	
Strong organisational skills, and a proven ability to work independently, to take initiative, and to manage and prioritise own workload whilst meeting multiple work deadlines simultaneously	E
Excellent written and spoken communication skills with the ability to communicate with a variety of audiences	E
Outstanding interpersonal skills that relate to working collaboratively with colleagues at all levels and as part of a small team	E
A high degree of personal responsibility and initiative, with the capacity and motivation to work conscientiously and proactively without supervision	E
Evidence of tact and discretion in dealing with confidential or sensitive matters	E
Attention to detail across all tasks	E

**Summary of Terms and Conditions of Employment:
Administrative Assistant**

Department	President's Office
University Grade	5

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

Appointment will be Grade 5 of the University's salary scale for non-academic staff, currently £32,108–£37,338 inclusive of the Oxford University weighting, depending on experience. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

Contract

The job is offered on a Permanent basis.

Hours of Work

Normal office hours are 35 hours per week. Normal hours of work are 9:00am to 5:00pm, with an hour for lunch. Some flexibility will be required according to the demands of the workload. Time off in lieu will be given for extra hours worked.

Annual Leave

Annual leave entitlement is 38 days, which includes 8 public holidays and 5 fixed days to be taken at Christmas, when the College is closed. The holiday year begins on 1 January and ends on 31 December.

Meals

The post-holder is entitled to free lunches in Hall on days they are working at the College site. The College also provides free tea, coffee and water during the working day.

Pension

The post-holder will be automatically enrolled into the contributory St John's College Staff Pension Fund from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

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 one month.

Hybrid Working

St John's operates a hybrid working scheme for administrative staff. After the initial probationary period the post-holder will be able to work from home for up to one day per week in term time and up to two days per week in non-term time.

Other

St John's College will pay for relevant training, conference attendance etc., to enhance work performance and encourage professional development. St John's staff may also make use of the College's gym.

Appointment Procedure

To apply, please send a full CV as well as a cover letter and the names and contact details of two referees, preferably as a single PDF document by email to vacancies@sjc.ox.ac.uk.

The closing date for applications is close of business Monday 7 September.

It is anticipated that interviews will be held in the week commencing 14 September.

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

Data protection

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

Equality of Opportunity

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires 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, 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