



TEMPORARY ADMISSIONS ASSISTANT

Fixed Term Contract – 10th November 2025 – 18th December 2025.

35 Hours Per Week

Introduction to St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community. It enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College community is made up of the Master, 70 Fellows, and College Lecturers actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 250 graduate students, 25 Visiting Students and more than 90 members of administrative and domestic staff. St Peter's is proud of being highly international across all sections of its community. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The Role

St Peter's College is seeking to recruit a Temporary Admissions Assistant on a fixed-term contract for the period Monday 10th November 2025 (or as soon as possible thereafter) to Thursday 18th December 2025. We would expect the individual to be working in college rather than remotely. This is a great opportunity for someone interested in higher education, admissions, or Oxford's academic environment.

The appointee's main duty will be to assist the Deputy Registrar and Admissions Administrator during the Undergraduate Admissions period, but they are also likely to be asked to assist with general office administration.

The role will involve frequent communication with undergraduate applicants to St Peter's College and will interact significantly on a professional level to support colleagues within the College Office. The role will involve close liaison with staff in other College Departments, academic staff (Fellows and Lecturers) and students.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post-holder. The post-holder must be willing to undertake other reasonable duties as required/requested.

Admissions Support

- Collation and distribution of admissions paperwork to college tutors.
- Assisting with the arrangements for remote interviews via Microsoft Teams.
- Liaising with tutors, other colleges and applicants before and during the interview period.
- Assisting with sending out interview pre-reading to admissions candidates ahead of their interviews.
- Assisting with setting up and monitoring Miro boards during interviews.
- Acting as an on-call interview 'note-taker' between Monday, 8 December 2025, to Wednesday, 17 December 2025.
- Answering email and telephone queries from applicants in the run-up to the admissions period and handling various communications to applicants during it.

College Office Administration

- Acting as a point of contact for enquiries in person and on the telephone, referring them to colleagues where necessary.
- General office administration as required, including preparing letters, updating lists, database entry, maintaining electronic files, and photocopying.
- Helping the College Office team and any visitors to the College Office.

Person Specification

- Good standard of general education to at least A Level
- Fluency and accuracy in written and spoken English
- Attention to detail
- Experience and Knowledge
- General office administration experience
- Excellent IT skills, including proficient use of Microsoft Outlook, Word and Excel, and Teams, with the ability to learn new systems. Previous experience of using Teams in an administrative context would be particularly advantageous.
- Ability to work collaboratively and flexibly with the team and be considerate of others within the team. Ability to deal calmly with urgent tasks (unflappability).
- Ability/ familiarity in handling confidential and sensitive documentation.
- Ability to follow instructions clearly.
- Adaptability and flexibility to manage a variable workload; ability to prioritise and undertake tasks logically and methodically.

Conditions of work

The appointment will be subject to the provision of an original document which indicates the right to work in the UK.

Contract /Duration

Fixed-term contract for the period Monday 10th November 2025 - Thursday 18th December 2025.

Hours of Work

Full-time administrative staff at the College typically work a 35-hour week, with a one-hour unpaid lunch break each day. However, applicants should note that this role may require flexibility in working hours during the admissions period. Extended hours may be necessary to meet operational demands, and any additional time worked will be compensated in line with college policy.

Salary

The appointee's salary will be calculated pro rata at Grade 4 of the nationally negotiated pay spine, currently £26,707- £30,378 per annum FTE. The hourly rate paid for the core hours stated will be between £14.67 and £16.69 per hour.

Holiday

The holiday entitlement will depend on the number of hours worked and will be prorated based on a full-time entitlement (including the usual public holidays in England and Wales). As the nature of the arrangement makes it impractical to define in advance the amount of holiday to which the appointee is entitled, they will receive a pro-rata credit for holiday accrual in respect of all time worked at the end of the contract period.

How to Apply

Applications should comprise a detailed CV together with a cover letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk.

Please use the subject line 'Temporary Admissions Assistant Application – [Your Name]' when submitting your application.

Though not mandatory, we also ask you to complete and return a college recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone number that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

The closing date for receipt of completed applications is Noon (UK Time) on Wednesday, 29th October 2025.

Interviews are expected to take place in person in the week commencing 3rd November 2025.

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, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

Equality and Diversity,

St Peter's seeks to promote inclusion and diversity. We are committed to ensuring that our staff is as diverse as possible to better work with the diverse population of our college. We are particularly keen to receive applications from people of colour, people who identify as being LGBTQIA+, and others who will enhance the diversity of our team.