



ACADEMIC ADMINISTRATOR

FURTHER PARTICULARS

St Peter's College

St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant, and creative academic community with harmonious relations between its senior and junior members and an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 50 Fellows and 50 College Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately c.95 administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

Job Summary

St Peter's College is seeking to recruit a flexible and motivated team player to join the team in its College Office. The post involves frequent interaction with potential students, applicants, current students and recent alumni.

The College Office team

The College Office team comprises the College Registrar, the Deputy Registrar & Admissions Administrator, the Access and Outreach Coordinator, and two Academic Administrators (with different responsibilities).

The post holder is responsible to the Deputy Registrar & Admissions Administrator and will also work closely with other members of the College Office team and with the College's Tutor for Visiting Students. The role will involve close liaison with staff in other College Departments and academic staff (Fellows and Lecturers) and frequent contact with students.

Main duties and responsibilities

1. Visiting Students

Coordinate the College's programme for Visiting Students, under the oversight of the Tutor for Visiting Students (TfVS), including:

- Liaison with international institutions to encourage applications from their students.
- Providing background/contextual information to the TfVS and the Master in support of their work to engage with international institutions.

- Managing the application process, including:
 - o liaison with College tutors
 - o ensuring offer letters are sent out promptly
 - o working with the College accommodation and finance teams, and
 - o managing visa and University enrolment processes.
- Working with the Head of Communications to enhance the marketing (website, hard copy) materials for the Visiting Student programme.
- Support on-course students (answering queries, signposting to support, etc.).
- Coordinating meetings and other events for Visiting Students, including the end-of-year celebration of their studies.
- Preparing end-of-year reports (letters of accreditation) for all Visiting Students.

2. Undergraduate admissions and recruitment

Provide support to the Deputy Registrar & Admissions Administrator across all aspects of the undergraduate admissions cycle, including:

- Extracting and preparing admissions documentation from ADSS for tutors, and distributing via email and SharePoint
- Coordinating interview timetables, including arranging online interviews
- Setting up and managing digital interview resources, including Miro boards
- Liaising with tutors, other colleges, and applicants before and during the interview period
- Communicating arrangements to candidates, including information relating to agreed adjustments
- Supporting the organisation of Open Days, including assisting with onboarding and payment of student employees in line with College HR procedures.

3. Administrative support for outreach and recruitment activities

Provide administrative support to the Access and Outreach Coordinator (AOC), including:

- Communication to schools regarding incoming school visits, including collecting key data, following up with teacher contacts and providing advice on travel arrangements
- Assisting with the recruitment, onboarding and payment of students and other employees in line with College HR procedures for outreach events
- Monitoring the relevant inbox and responding to individual enquiries when AOC is travelling or delivering activities off-site

- Arranging travel for AOC for outbound access trips to Liverpool and the Isle of Man
- Assisting with shortlisting applicants for residential programmes, including the Engineering Subject Residential and Subject Taster Days

4. Other support for on-course student activities

Management of the college office inbox and in-person student enquiries:

- Monitor the traffic in the college office inbox and triage relevant enquiries to colleagues as appropriate.
- Be, along with the other Academic Administrator, the first point of contact in the office for in-person student enquiries.

Ensure the timely monitoring of the status of all students on Student Visas, liaising with tutors about attendance and communicating with students and the University's Student Immigration team.

Assist in the preparation of induction materials for new students, including the arrangement of events in Freshers' Week (week 0 of Michaelmas term)

Participate in other activities undertaken by the College Office, as directed by the Deputy Registrar & Admissions Administrator.

Person specification

Essential

- Excellent interpersonal skills and experience of developing successful working relationships with a wide variety of people, demonstrating a high level of tact, tolerance and understanding when necessary;
- Well-developed administrative skills, including excellent time management, accuracy and attention to detail;
- Experience of working calmly under pressure in a busy environment, balancing competing deadlines and priorities, and the ability to deal with frequent interruptions at certain times of year;
- Excellent communication skills (both oral and written);
- Excellent IT skills, including proficient use of Microsoft Outlook, Word and Excel, and the ability to learn new systems;
- Experience of using initiative and creativity to solve problems proactively and make improvements;
- Positive approach to working cooperatively and flexibly as part of a team;
- Ability to handle sensitive and confidential matters with discretion and initiative.

Desirable

- Educated to degree level or equivalent

- Previous experience of working in a college or university environment.
- Experience in managing events

Terms and Conditions

Appointment: The 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 probationary period of six months. During the probationary period, notice will be 4 weeks on either side. Subject to satisfactory review and confirmation of the post, the notice period will be 8 weeks on either side.

Salary: Appointment will be on Grade 5 of the nationally negotiated pay spine, currently £30,378 - £35,608 per annum FTE. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be considered.

Contract: The job is offered on a permanent basis.

Pensions: The post-holder will be entitled to join the Oxford Staff Pension Scheme.

Meals: Free lunch is provided in the college when on duty, when the kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

Hours of Work: The post is available on a full-time or part-time basis. Full-time administrative staff of the College are expected to work a nominal 35-hour week. Part-time applicants would need to be able to work at least school hours on four or five days a week during weeks 0-9 inclusive of each Oxford University term and less during the school holidays; the post could therefore suit applicants wishing to work more during school terms than in the school holidays (providing they were able to work at least some days in each school half term).

Annual leave: The annual leave allowance is 30 days (plus eight public holidays), calculated pro rata for part-time posts. Leave needs to be arranged in relation to the academic calendar. There are certain periods when it is not normally possible to take leave, particularly the period of undergraduate admissions interviews in December. It is generally difficult to take more than occasional days of leave during the University term.

How to Apply

Applications should comprise a detailed CV together with a covering 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. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

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

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 numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be noon on Thursday 21 May 2026

Interview Process: Interviews for those candidates short-listed are expected to take place on either Wednesday 10 June or Friday 12 June 2026

Interested candidates wishing to discuss the post informally should contact the College Registrar, Catherine Whalley, catherine.whalley@spc.ox.ac.uk.

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.

St Peter’s is an equal opportunities employer that supports and encourages under-represented groups and values diversity.