St Peter’s College invites applications for the post of Junior Dean at St Peter’s College, to start from 1st October 2020. The closing date for applications is 12 noon on Monday 2nd March 2020.

St Peter’s College

St Peter’s College is one of thirty-eight 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 65 Fellows and Lecturers in a wide range of subjects, about 350 undergraduate and 200 graduate students, 20 Visiting Students, and about 90 members of 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

Purpose of the Role

St Peter’s College has two Junior Deans who support the Dean as the Dean’s deputies and assistants in the Dean’s welfare and disciplinary roles. One of these positions will become vacant with effect from Michaelmas Term (October) 2020; the other incumbent will remain in post. The primary responsibility of the Junior Deans is to assist the Dean and other College Officers as required in promoting good relations and a positive atmosphere within the College. This position requires a mature person of good judgement, discretion, an ability to relate to people at all levels and a high degree of flexibility in response to a wide range of unpredictable situations.

Key responsibilities and duties include:

1. To meet regularly with the Dean in term time to arrange the conduct of decanal business.
2. To liaise closely with the Presidents of the Middle and Junior Common Rooms to foster good relations with the graduate and undergraduate student body.
3. To arrange the termly Social Calendar and consider requests from students for private functions.
4. To ensure good order at social functions and in the late evenings (e.g. after the close of the bar and after bops).
5. To resolve any infringements of college regulations and cases of antisocial behaviour such as the inappropriate use of facilities or the playing of loud music.
6. To attend various college committees as required, including the Student Affairs and Welfare Committee.
7. To assist with the invigilation of some examinations held in College as required.

It is expected that the Junior Deans will, on a rota basis, take particular responsibility for evenings and be on hand to deal with disciplinary issues as they arise. The Junior Deans will each be responsible for three or four evenings per week, agreed in advance, with both Junior Deans being on duty on nights when large scale social events are taking place (e.g. JCR/MCR bops.) In order to facilitate the performance of their duties, the Junior Deans will be required to live on the main College site in rooms allocated by the College. It is expected that the Junior Deans will be contactable at all times when on call.

Unless equivalent training has already been undertaken the College requires the Junior Deans to undertake the Junior Dean training course, a full-day First Aid course and a half-day Fire Wardens course at the College’s expense. Junior Deans will then be expected to undertake first aid and fire warden duties for staff and students within the College.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level at the start of their employment.

It is hoped that a successful candidate would be willing to migrate to St Peter’s if not already a member of the College.

**Person specification**

The successful candidate will need to be empathetic and open-minded, and interested in student life and activities.

**Essential**

- Current graduate student of the University of Oxford
- Good interpersonal and social skills with senior and junior members
- Ability to gain respect and trust from junior members
- High degree of personal responsibility and integrity
- Ability to make sound judgements in challenging situations
- Proven ability to handle confidential matters in a discreet and sensitive matter
- Ability to work effectively in a small team
Desirable

- Previous experience of dealing with students or young people from a position of responsibility
- Experience or trained in handling welfare issues
- Experience and understanding of College and University life and structures
- First aid qualification

Terms and Conditions

The appointment will be subject to the provision of proof of the right to work in the UK.

The Junior Deans are required to reside in College during weeks 0 to 9 of Full Term, and are provided with free single accommodation. This will be subject to a tenancy agreement.

The Junior Deans are expected to be fully integrated into the life of the College and will be members of the Middle and Junior Common Rooms. They are Associate Members of the Senior Common Room, and are entitled to meals at High Table free of charge whenever the kitchens are open (they are occasionally closed for short periods, normally during the vacation).

Accommodation and meals (except when the kitchens are closed) will be available to the Junior Deans throughout the year, except in the final term of employment, when their entitlement will be until the end of week 10 of that term only.

In addition to the above benefits, the Junior Deans will each receive a stipend of £3956 per annum, with cost of living increases in line with those applied to other salaries at the College (normally in August). They will each have access to an entertainment allowance of £300 per annum.

The Junior Deans are each provided with a mobile telephone, so that they may be readily contacted in case of an emergency when on duty.

The post is subject to the satisfactory completion of a probationary term and is thereafter offered for two terms in the first instance. At the end of these three terms, the post may be renewed for up to a maximum of a further two years or until the post holder’s course comes to an end, whichever is the sooner.

How to Apply

Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to, the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk
If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell
HR Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL.

Candidates are asked to arrange for their referees to send references directly to human.resources@spc.ox.ac.uk by the closing date. One of the referees should be the applicant’s University supervisor.

The closing date for receipt of completed applications is 12 noon on Monday 2\textsuperscript{nd} March 2020.

Interviews will be held during the week of Monday 16\textsuperscript{th} March 2020.

**Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, The College may, hold, use or otherwise process personal data and sensitive personal data, as these terms are defined in the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

St Peter’s is an equal opportunities employer.