TUTORIAL AND STUDENT ADMINISTRATOR

FURTHER PARTICULARS

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 550 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

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 College Office team comprises the College Registrar, the Deputy Registrar & Admissions Administrator, the Schools Liaison Officer, the College Office Administrator & Admissions Assistant and the Tutorial & Student Administrator.

The Tutorial & Student Administrator will support and enhance the service that the College Office provides to current students and members of academic staff, as well as providing administrative support to the College Registrar.

The post holder is responsible to the College Registrar, and will also work closely with the Deputy Registrar and Admissions Administrator. The post holder also interacts 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

Support for on-course students

OxCort (system for recording and paying for tutorial teaching)

- Undertake beginning and end of year procedures in OxCort
- Process OxCort reports for payment in consultation with the Finance Office (after reports have been approved by the College Registrar)
- Liaise with individual tutors to ensure Right to Work checks have been carried out.

Examinations support

- Manage all aspects of the 0th Week College Collections (examinations) process, including drawing up timetable in consultation with subject tutors, ensuring all papers are received, booking rooms, arranging invigilators (including payments), dealing with alternative arrangement requests (extra time, laptops etc.)
- Make arrangements for University examinations taking place in College, including arranging invigilators, booking rooms, liaising with candidates, ensuring arrangements work smoothly on examination days.
- Undertake University invigilation training so as to be able to invigilate examinations if necessary (emergencies only).

Master’s Collections (meetings between students, tutors and the Master at the end of each term)
- Liaise with Master’s PA, draw up timetable, and provide tutorial reports for use at each appointment. Check for missing reports and follow up with relevant tutors, in consultation with the College Registrar.

Matriculation
- Make arrangements for attendance by St Peter’s students at University matriculation ceremonies. Includes liaising with the Dean of Degrees. Communicating with students, making necessary arrangements within the College (including with porters and catering teams) and with external photographers.

Organisation of student events
- Make arrangements for brunches and other events involving the Master and members of the student body. Includes liaison with the Master’s PA, inviting students etc.
- Coordinate and publicise other events with students, working with the College Registrar and Deputy Registrar

Graduate awards
- Administer the process of gathering applications for financial support (eg for books, conference attendance, travel etc.) from graduate students. Liaise with the Tutor for Graduates and the Deputy Registrar about funding decisions and communicate these to students

Support for graduating students and alumni

Administer degree ceremonies
- Make arrangements for attendance by St Peter’s students at University degree ceremonies (approx. six per year) in consultation with the Dean of Degrees. Includes liaising with the University Degree Conferrals team, communicating with students and alumni, making necessary arrangements within the College (including with porters and catering teams) and with external suppliers (photography and marquees). Also updating relevant web pages.
- Attend larger ceremonies. Currently this involves working one Saturday each year (with time off in lieu).

Support for other activities

Participate in other activities undertaken by the College Office, as directed by the College Registrar. Depending on the appointee’s interests, skills and FTE this could include taking minutes for some College committees.
Person specification

Essential

- Well-developed administrative skills, including excellent time management, accuracy and attention to detail;
- 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;
- Experience of working calmly under pressure in a busy environment, balancing competing deadlines and priorities, and 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 proactively solve problems 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 of 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, at any time during which either you or the College can terminate your employment with one week’s notice to the other. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.

Salary

Appointment will be on Grade 4 of the University’s salary scale for non-academic staff, £22,017 - £25,482 per annum. Starting salaries are usually set at the bottom end of the scale and are reviewed annually in line with the pay award for other salaried administrative staff.

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 College when on duty, when kitchens are open.

Hours of Work

The post is available on a full-time or part-time basis (0.6 FTE or more). 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 1 to 10 inclusive of each Oxford University term; the post could therefore suit applicants wishing to work less in the summer school holidays. Alternatively, the post could be fulfilled by someone wanting to work three or four full days a week.

Due to working patterns of other members of the team, availability to work in the late afternoon period (until 6.00 pm) on some days of the week would be particularly welcome.

**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, in particular 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 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.

The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

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.

The closing date for receipt of completed applications is 12.00 noon on Wednesday 9 January 2019.

Interviews will be held on the Friday 25 January 2019.

**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.

St Peter’s is an equal opportunities employer.