COLLEGE AND ADMISSIONS SECRETARY

St Stephen's House is an Anglican Theological College and Permanent Private Hall of the University of Oxford. It admits mature students for ordination into the Church of England and to read for other postgraduate degrees, particularly in Education. It is a small, close-knit and supportive community looking forward to a period of considerable and exciting institutional change.

The College Secretary is a responsible and highly valued member of the college. The College Secretary provides support to the Principal, is responsible for College Administration and acts as the Admissions Secretary for all College admissions. In conjunction with the Academic Secretary, they offer vital support to both staff and students. The comparatively small size of the institution (c. 70 students) enables the role to be varied and wide-ranging.

THE ROLE

COLLEGE SECRETARY AND PA TO THE PRINCIPAL

The College Secretary’s Office is busy and its activities many and varied. The following are the main responsibilities of the role, with other duties undertaken throughout the academic year. Administrative staff are expected to cover for each other during vacation periods or illness.

- Provide support to the Principal, including maintaining and updating the Principal’s electronic diary, providing secretarial support for necessary correspondence and assisting with day to day management of his office.

- Provide ad hoc administrative support to other senior staff, mainly the Vice Principal, Bursar and Development Director, as well as the wider administrative team when needed.

- Receive and welcome House visitors and guests.

- Administer the electronic College diary.

- Manage outgoing mail. Maintain and update the franking machine. Receive incoming mail and distribute to staff and student pigeon-holes. Receive telephone calls and emails, and respond to enquiries. Forward mail to former staff and students.

- Take responsibility for the photocopier room and stationery stock levels, keeping it tidy and adequately stocked. Arrange for any servicing or necessary repairs to the franking equipment and photocopier.

- Maintain the College Office paper and digital filing systems.
For the House Council, Finance and General Purposes Committee (F&GP), House Domestic Committee and the Group Conveners’ Meeting (all usually once a term), collate and circulate papers and agendas, take and distribute minutes.

Administer the College website.

Liaise with the Accommodation Office re. timetabling College events. Have an understanding of the accommodation software ‘Forum’ and the online meals sign-in system for when covering for the Accommodation Office staff.

Maintain personnel files for all employees, ensuring training requirements, training records and DBS certification are up to date and carrying out right to work checks for new employees.

ADMISSIONS SECRETARY

The Admissions Secretary administers all college admissions, for ordinands, graduate and PGCE students, and assists the two Admissions Tutors (currently the Principal and Vice Principal).

Receive and process ordinands’ applications from the initial inquiry to confirmation and acceptance of places. Contact referees, generate correspondence and paperwork. Arrange and administer interview programmes.

Keep abreast of current Church of England procedures for admission of students. Liaise with Diocesan Directors of Ordinands and maintain an up to date contacts register.

Process, administer and record non-ordinand graduate admissions using eVision, the University of Oxford graduate admissions programme. Prepare and distribute application paperwork to the Admissions and Senior Tutors. Prepare and send all correspondence and financial documentation to applicants. This will include recording and contributing to recommendations on number and cohort planning.

Maintain electronic and paper application files and ensure all GDPR requirements are fulfilled.

Provide updated information about all admissions to staff on a fortnightly basis.

Liaise with the Accommodation Office regarding accommodation allocation for new students.

Maintain student mail lists and provide support for Induction including processing of University card applications.
THE PERSON

PERSONAL ATTRIBUTES

- The ability to work very well as a core part of a small administrative team as well as strong one-to-one working skills when supporting the Principal in his role.

- Excellent communication skills, written and verbal, with colleagues and a range of external contacts.

- A methodical, clear and concise working style with the ability to prioritise the varied component parts of the job.

- A preparedness to cover as appropriate for staff in the Academic Office and the Accommodation Office over holidays and other leave periods.

- A willingness to work across all the levels of this role from high-level, confidential matters to routine photocopying / door answering and everything in between.

- Being proactive and solution-driven in improving and developing our ways of working, where relevant.

- Maintaining links with the Central University, with the Church of England and the dioceses, as appropriate to the role.

QUALIFICATIONS, COMPETENCIES AND EXPERIENCE:

- Essential to have experience of and skills in administration, ideally in a University, Oxford College, Permanent Private Hall (PPH) or Theological Educational Institute (TEI).

- Qualification to degree level is desirable.

- Excellent IT skills including Word and Excel with the competence to learn the University and College systems.
CONDITIONS OF EMPLOYMENT

The person will need to have a DBS check, undertake online safeguarding, GDPR and Health and Safety training prior to commencing work and training in the relevant University Systems as appropriate.

Working hours: Normal hours are c.37 hours per week, worked within the 9 to 5.30 working day. Some flexibility may be required at times of critical meetings, etc.

Salary: currently £25,941-£33,797 per annum Grade 5 of University scales for Support staff

Annual Holidays: Five working weeks plus an additional day in lieu of each public holiday worked. It is normally expected that holiday entitlement is taken outside of term periods and that term-time bank holidays are worked.

HOW TO APPLY

Applications in the form of a CV and covering letter identifying how you match the role and person requirements, along with the names and contact details of two referees, should be sent to the College Secretary college.secretary@ssho.ox.ac.uk by noon on Wednesday, 11th August. Interviews are planned for Friday 13th August to start as soon as possible from 6th September 2021 onwards.