



Job Description – Further Particulars Academic Assistant

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and combines an almost 800-year history with a determinedly progressive outlook. Access and Outreach is a key part of this, and the College is seeking a committed and innovative individual to continue to develop our provision in this area. One of the larger colleges with approximately 420 undergraduate students, 300 graduate students and 38 visiting students a wide range of academic subjects are offered. General information about the College is available at www.seh.ox.ac.uk.

2. The College Office

In addition to this post, the team consists of the College Registrar, the Deputy College Registrar, the Student Records Manager, the Admissions and Outreach Manager, the Admissions Officer and the Access and Outreach Coordinator. The work of the Department is periodically pressured, for example during Freshers' week at the beginning of the academic year, the undergraduate admissions exercise in December, during collections (College Exams) and University Public Exams.

3. Reporting to

The Deputy College Registrar.

4. Purpose of the Role

The post holder will support the Deputy College Registrar to provide a professional, effective and efficient administrative service to the Academic Office.

5. Duties

Handling Enquiries

- Being the first point of contact for College Office enquiries, in person, by email, post and telephone, responding or referring to others as appropriate.
- Routine processes relating to student enquiries, including ordering replacement University Cards, processing College Grant applications, and preparing transcripts and letters of verification for approval by senior colleagues.
- Processing Graduate Studies Office forms for authorisation by Tutor for Graduates; notification of Postgraduate changes of circumstance to colleagues.
- Maintenance of the College Office's physical and online noticeboards.
- Develop knowledge of key functions of other departments to direct enquiries appropriately.

Support for Administrative Processes

- Routine maintenance of office records, including filing and data entry.
- Handling routine paperwork relating to freshers' induction and enrolment and working with the Deputy College Registrar on the completion of the enrolment process, including conducting checks of student immigration documentation.
- Assisting the College Registrar with the recruitment processes for non-fellowship academic and pastoral appointments.
- Providing support to the Deputy College Registrar in administering University examinations and assessments.
- Providing support to the Academic Records Manager in administering termly College Collections.
- Issuing leavers' forms to undergraduates, and leavers' letters to postgraduates, and collecting returns arising.
- Working with the Academic Records Manager to support right to work checks and preparation of Visiting Student transcripts.

General Office Support

- Providing administrative and secretarial support to the College Registrar and, as directed by them, to other members of the College Office team;
- Opportunity to take ownership of small projects to improve process in the College Office
- Maintain the College Office stationary supplies.

Other Responsibilities

- To develop knowledge and understanding of the legislative and regulatory framework of the College Office's work, and particularly in relation to the specific role, which may include, for example, CMA, UKVI and PREVENT guidance, data protection, safeguarding of young people and vulnerable adults, equality and freedom of Information legislation.
- To develop a broad understanding of the processes undertaken by the College Office, such that they could support colleagues and provide cover where required.
- Any other reasonable task, as requested by the Deputy College Registrar, College Registrar, or another College Officer.

The Job Description may be reviewed periodically in conjunction with the post holder and the requirements of the College.

6. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
A good standard of education.	√	
Experience		
Previous administration experience.	√	
Experience of working with confidential and sensitive information.	√	
Experience of setting up records and systems for maintaining accurate information.	√	
Experience of working in HE or in an education environment.		√
Experience in the use of databases.		√
Experience of working in an academic office and an understanding of relevant processes.		√
Skills, Competencies and Abilities		
Excellent interpersonal skills, with the ability to work independently and as part of and contribute to the work of a wider team when required.	√	
Outstanding customer services skills with good attention to detail.	√	
Ability to deal and maintain confidentiality at all times.	√	
Confident written, communication and telephone skills, with the ability to deal confidently with all enquires both externally and internally with relevant stakeholders including Students, Fellows and staff.	√	
Strong IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads.	√	
Personal Skills		
Proactive, discreet and tactful with a positive approach to work and be able to operate with minimal supervision.	√	
Personal resilience and the capacity to work effectively and stay calm under pressure.	√	
Very friendly, helpful and approachable with strong relationship management skills, a good sense of humour and a willingness to assist.	√	
Committed to ongoing professional and personal development.	√	

7. Terms and Conditions

Appointment:	This is a part-time, permanent post (30 hours) working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the St Edmund Hall Salary Scale at Grade 4 (currently £27,062 to £30,783 per annum. The pro rata salary range is £23,196.00 to £26,385.43). Appointments are normally made to the bottom of the grade, however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved
Hours of Work:	Normal hours of work will be 30 hours per week, usually 09:00 to 15:30, which includes a 30-minute break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days (inclusive of bank holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Academic Assistant may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Deputy College Registrar.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

8. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **09:00 on Monday 17 November 2025**. Applications can also be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in Oxford on 27 November 2025.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*
5. *Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.*