



## **Job Description – Further Particulars Admissions Officer (12-Month Fixed Term Contract)**

### **1. The College**

St Edmund Hall is one of the constituent colleges of the University of Oxford and currently has approximately 70 Fellows, 420 undergraduate students, 300 postgraduate students and 35 visiting students. Students are admitted to a wide range of subjects. General information about the College is available at [www.seh.ox.ac.uk](http://www.seh.ox.ac.uk).

### **2. The College Office**

The Admissions Office sits within the College Office and focuses on prospective students and applicants, working under the direction of the Tutor for Admissions. At present, the Admissions Office consists of three full-time posts, including the position of Admissions Officer. The Admissions Officer will be managed by the College Registrar and works closely with the Access and Outreach Coordinator and the Outreach and Admissions Manager.

Several College Fellows take on administrative and policy roles. These include the Senior Tutor, Tutor for Admissions, and Tutors for Undergraduates, Graduates, and Visiting Students. The College Office supports the work of these Fellows, who in turn report to the College's Governing Body.

The work of the College Office is often highly pressured, with peaks occurring at different points in the academic calendar: for example, at the beginning and end of terms, during the undergraduate admissions period in December and at the time of the publication of school examination results in August. It is, therefore, expected that the College Office staff should work flexibly as a team.

### **3. About the Post**

The primary purpose of the post is to manage the smooth and efficient running of the College's admissions processes for undergraduates, postgraduates and visiting students. The undergraduate admissions process is particularly time-pressured, with busy periods in late November and December, and during confirmation of offers in August. The rest of the year is predominantly focused on administering the postgraduate and visiting student admissions processes.

The post-holder is responsible for ensuring that these processes are executed accurately and efficiently to the highest possible standard for admissions candidates and College academic staff alike. In order to perform the duties of the post, the post-holder will be required to liaise effectively with a wide range of people, including academic and administrative colleagues in the College and the wider University, admissions candidates and those who support them.

The post-holder works closely with the Outreach and Admissions Manager, supporting the delivery of some large outreach events, particularly the College Open Days. Likewise, Outreach and Admissions Manager and the Access and Outreach Coordinator assist the Admissions Officer during the busy undergraduate admissions period.

#### **4. Reporting to:**

The College Registrar. On a day-to-day basis the appointee will mainly work under the direction of the Tutors for Admissions, for Graduates, and for Visiting Students.

#### **5. Job description:**

Undergraduate admissions (working with the Tutor for Admissions and College Registrar):

- coordinate the undergraduate admissions exercise in Autumn each year, including processing and distributing application documentation, correspondence, and feedback material.
- coordinating the admissions decisions process according to strict timeframes and making practical arrangements for the interviewing exercise, including liaising with tutors and College staff regarding logistical arrangements.
- liaising with colleagues at other colleges and the University's Undergraduate Admissions Office.
- maintain appropriate records, including use of specific university admissions programmes and software.
- prepare and distribute financial documentation for offer-holders.
- handle correspondence relating to confirmation of offers following the publication of school exam results in mid-August and verify any non-standard qualifications/results.
- handle CAS requests, ATAS certificates and other visa-related documents as required.
- handle arrangements for Organ and Choral Scholarship trials in September.
- liaise with the College Registrar and Bursary concerning provision for applicants and offer-holders with disabilities.
- contribute to the arrangements for the induction and registration of new students.
- handle enquiries from prospective students and their parents, teachers and advisors.
- support the work of the Outreach and Admissions Manager, including contributing to the planning, organising and running of College Open Days (normally in June and September), making arrangements for informal visits by groups and particularly by individuals, and assisting with other widening participation initiatives.
- in conjunction with the College's Communications Officer and Outreach and Admissions Manager, contribute to the College's printed and online material for prospective undergraduate applicants.
- undertake other administrative and secretarial work on behalf of the Tutor for Admissions.

#### **Postgraduate admissions (working with the Tutor for Graduates and College Registrar):**

- respond to enquiries about admission to the College.
- process postgraduate applications, in consultation with the University's Graduate Admissions Office, the Tutor for Graduates and relevant tutors within the College and using University student record software.
- in conjunction with the College's Communications Manager revise and maintain the postgraduate admissions sections of the College website and the College information published on the University website.
- liaise with the Accommodation Manager concerning the availability of postgraduate accommodation.
- develop a broad working knowledge of admissions processes in the wider University, and work to develop and maintain effective working relationships with departmental admissions administrators.
- administer postgraduate scholarship applications.
- correspond with successful applicants about financial and other practical arrangements relating to their arrival in Oxford.
- contribute to the arrangements for the induction and registration of new students.

**Visiting Student Admissions (working with the Tutor for Visiting Students and College Registrar):**

- handle programme enquiries from prospective Visiting Students, partner organisations and other study abroad representatives.
- in conjunction with the College's Communications Officer revise and maintain the Visiting Student admissions pages of the College website.
- review, update and distribute the Visiting Student application form.
- receive, process, and circulate applications, monitor the status of applications, and communicate decisions to candidates.
- assist the Tutor for Visiting Students in maintaining relations with contacts at overseas institutions, preparing and refining each offer-holder's programme of study, and responding to course change requests both prior to arrival and whilst on-course.
- handle Confirmation of Acceptance for Studies (CAS) requests and other visa-related documents.
- liaise with college staff regarding accommodation arrangements, payment of deposits and fees.
- contribute to the arrangements for induction and registration of new students.

**General:**

- develop an awareness of and ensure compliance with relevant legislation, including that relating to Data Protection, Equality and CMA guidance.
- develop a broad understanding of the academic processes undertaken by the College Office and provide support for these as required.
- to be a trained invigilator of university examinations, so that the postholder may be called upon to provide emergency invigilation, or to provide out-of-hours office support to the University Examinations on evenings or weekends, for which time off in lieu would be given.
- to carry out any other duties as reasonably required to do so at the instruction of the Senior Tutor or College Registrar.

The post-holder will be expected to be flexible and perform different tasks as necessitated by the changing role within the College's organisation and objectives. This 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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<b>Education/qualifications</b>		
Educated to degree level or equivalent experience.	√	
Able to satisfy a Disclosure and Barring Service Check.	√	
<b>Experience</b>		
Experience of juggling multiple demands, managing competing deadlines, and remaining calm under pressure.	√	
Experience of administering complex, time-critical processes.	√	
Experience of administration in a Higher Education context.	√	
Experience of dealing sensitively with people from a wide variety of backgrounds.		√
<b>Skills, knowledge and abilities</b>		
A willingness to take ownership of the duties of the post, including an ability to recognise problems and identify appropriate solutions.	√	
Excellent command of the English language, with strong written and oral communication skills.	√	
Excellent attention to detail and high levels of accuracy.	√	
Excellent interpersonal skills, including the ability to deal confidently and appropriately with a wide variety of people, both within and outside of the College.	√	
The ability to deal appropriately with confidential and sensitive information, in compliance with relevant legislation.	√	
The capacity to assimilate, understand and retain complex information, developing expertise in areas relevant to the role.	√	
Strong IT skills appropriate to a Windows-based office, and the preparedness to learn new applications as required.	√	
A flexible attitude towards duties, including a willingness to work additional hours at peak periods (for which time in lieu will be given).	√	
An understanding of the Oxford University collegiate structure.		√

## 7. Terms and Conditions/Benefits

Appointment:	This is a full-time, fixed-term post (1 year maternity cover), 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. The successful candidate will also be required to undertake a Disclosure and Barring Service (DBS) check at enhanced level on appointment. The successful candidate would be expected to commence employment on or around 14 January 2026 or as soon as possible thereafter.
Probationary Period:	There will be a probationary period of 3 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 University Scale at Grade 5 (£29,959 - £35,155) per annum. 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 35 hours per week, usually 8.30am to 4.30pm, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours for which time off in lieu will be given if required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. 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 Admissions Officer 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 College Registrar.
Pension:	The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
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).

## 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](mailto:recruitment@seh.ox.ac.uk) by **GMT 09:00 on Monday, 17 November 2025**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Wednesday, 26 November 2025 in Oxford.

Informal enquiries about the post should be directed to Melody Njoki, College Registrar ([college.registrar@seh.ox.ac.uk](mailto:college.registrar@seh.ox.ac.uk)).

### Recruitment Monitoring

Please also consider completing an Equal Opportunity Monitoring Form. Please note that 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 [human.resources@seh.ox.ac.uk](mailto:human.resources@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.

#### 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.*