Further Particulars
Domestic Bursary Administrative Assistant

About the College
Founded in 1249, University College (‘Univ’) is the oldest educational foundation in Oxford. It combines an ancient heritage with a thoroughly modern approach to fostering excellence in teaching and research.

Univ is an independent, self-governing educational charity overseen by the Governing Body, which has accountability as trustees for all aspects of the running of the College. The Governing Body comprises of approximately 50 Fellows and is chaired by The Master as well as underpinned by a structure of committees. In addition, there are approximately 85 academic staff comprising teachers and researchers and 120 non-academic staff working in various support roles.

Univ’s overriding emphasis is on academic endeavour at the highest standard; strictly merit-based recruitment of students; tutorial teaching of undergraduates; a closely integrated graduate community; and a strong commitment to research in the humanities and sciences. Every year about 110 undergraduates and 85 graduates are admitted to Univ. Around 600 junior members – 370 undergraduates and 230 graduates - are in residence at any one time.

For further information about the College go to www.univ.ox.ac.uk.

The Domestic Bursary
The Domestic Bursary is managed and led by the Domestic Bursar. The Domestic Bursar is responsible for the academic working environment of Fellows and students and has overall operational responsibility for the main site, the north Oxford site, the College Boathouse and College sports ground.

The Domestic Bursary is responsible for catering, student accommodation, Fellows’ and staff space allocation, the College gardens, College hospitality and events, commercial business (conferences, summer schools and day meetings), the Lodge (reception) and security. The Domestic Bursary is the largest college department and currently employs 86 staff.

The Role
The post holder will report to the Head of Conferencing and Events and be responsible for providing routine administrative support to all the Domestic Bursary staff members. Further details are provided in the Job Description.
Pay and Benefits
The post is on the University of Oxford Grade 4 scale: £22,417 - £25,941 per annum. This is a permanent, full time position (based on a standard 36.5 hour week). The post-holder will be expected to work flexibly depending on business needs, including extra hours on occasions.

The post carries with it generous benefits, including:

<table>
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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days' annual holiday excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the OSPS Pension Scheme</td>
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<td>Employee Assistance Programme</td>
<td>Occupational Sick Pay</td>
<td>Bus Pass Purchase Scheme</td>
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<td>BUPA Health Care Insurance with access to spouse/partner and children</td>
<td>Enhanced Maternity Pay</td>
<td>Bicycle Purchase Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

How to apply
Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk. Alternatively, you can post your application form and other documents to the HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00pm on 1 November 2019. The interviews will be held in w/c 11 November 2019.

The College is an equal opportunities employer, therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.