MAGDALEN COLLEGE, OXFORD

STUDENT SUPPORT ADMINISTRATOR (FIXED-TERM POSITION AS MATERNITY COVER)
(Reference Number: GH19002)

FURTHER PARTICULARS

The position of Student Support Administrator at Magdalen College is available for a fixed period of 15.5 months as maternity cover. This is an exciting opportunity to be involved in the life of Magdalen. The successful candidate will be responsible for co-ordinating the various aspects of the College’s non-academic support for its students (in particular liaising in respect of issues connected with welfare, disability, and financial support); will act as secretary to the Deans of Arts (two Fellows of Magdalen who have responsibility for dealing with issues relating to the welfare of students at the College and for maintaining discipline among them); and will contribute to the academic administration of the College. This fixed-term post is available for the period 2 September 2019 (or as soon as possible thereafter) to 11 December 2020.

Magdalen College

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford’s East Gate, near the centre of the city. It is one of 38 independent, self-governing colleges which are at the heart of the University of Oxford’s success in providing an exceptional education for the most able students. Magdalen has many traditions, but enjoys a modern and progressive outlook. Its top priority is academic excellence and it is committed to the tutorial system as a supportive and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. At any one time there are approximately 390 Magdalen undergraduates and 230 graduates. The College prides itself on its pastoral care of students, and considers that its concern for their welfare is central to their academic success.

Student Welfare at Magdalen

The overall co-ordination of the College’s student welfare provision is the responsibility of the Tutor for Welfare and a team of staff, students and tutors who work together to provide support and help to any student experiencing personal difficulties. Students can contact the Student Support Administrator with their concerns and receive advice and support as well as signposting to other avenues of assistance. These avenues, to list a few of those available, include the College Mentor for Students, the Decanal team (the Deans of Arts (two Fellows of the College who have responsibility for welfare and discipline) and three Sub-Deans (graduate students representing the Deans of Arts out-of-hours)), the Tutor for Equality and Diversity, student welfare reps, and the College Counsellor. Students can also utilise the
resources of the College Doctors at Beaumont Street, and have a variety of University resources at their disposal.

**STUDENT SUPPORT ADMINISTRATOR (MATERNITY COVER)**

**Duties of the post**

The Student Support Administrator will report to the Deans of Arts. The Academic Administrator will act as Line Manager. The Student Support Administrator at Magdalen will be employed by the President and Fellows of the College and will be responsible under them to the Home Bursar. The post is available from 2 September 2019 or as soon as possible thereafter.

The duties of the Student Support Administrator are as follows:

1. To be the College’s main point of contact for students on welfare issues, advising them on appropriate sources of help for various kinds of difficulty, and making practical arrangements where necessary. In doing so, the Student Support Administrator liaises with the Deans of Arts, the Senior Tutor, the Academic Administrator, the Tutor for Welfare, the Tutor for Equality and Diversity, the College Mentor for Students, the College Counsellor, and other College and University staff.

2. To be the College’s contact for students with disabilities, liaising with the relevant College staff and the staff of the University’s Disability Advisory Service, and others, to help ensure that appropriate support arrangements are in place.

3. To co-ordinate arrangements for student applications to the College’s sources of financial support (currently the Student Support Fund and its constituent Funds, and the Junior Members’ Fund), to assist with the administration of applications by Magdalen students to other funds where College approval or support is required, and to act as secretary to the Student Support Committee, which meets four times per year.

4. To act as secretary to the Deans of Arts, ensuring efficient handling of their correspondence and administration of the tasks and activities for which they have responsibility, including the booking of certain rooms, a twice-weekly ‘Deans’ Hour’, and a Deans’ Dinner, which occurs at least twice a term.

5. To contribute to the academic administration of the College as necessary, including Student Registration, Degree Ceremonies, the issuing of Student Cards, and related tasks, and to work as part of a team which includes the Academic Administrator, the Admissions Officer, the two Outreach and Access Officers, the Tutorial Administrator, and the Fellows’ Administrator.

**Selection Criteria**

Candidates will be assessed on the basis of the following selection criteria (candidates should address these in their applications and ask their referees to do so in their letters of recommendation):
1. Experience of one or more institutions of Higher Education, sympathy with the aims of Universities, and understanding of the pressures on high-achieving students.

2. Excellent interpersonal skills, and an ability to work both independently and as part of a team.

3. Excellent written and oral communication skills, and a high level of computer literacy.

4. Excellent time-management skills and attention to detail.

5. Excellent analytical skills and an ability to see complex tasks through to a conclusion without constant supervision.

Terms of Employment

The post is full-time and the successful applicant will work 36.5 hours per week, the normal working hours being 8.30 am to 5.00 pm or 9.00 am to 5.30 pm Monday to Friday, with unpaid breaks totalling one hour per day. A flexible approach to working hours is needed to allow for the requirements of the job.

Salary

The salary for the post will be on the scale £25,482 – £33,199 per annum (Grade 5 of the University pay scale), depending on skills and experience. The holiday year begins on 1 January and ends on 31 December, and the Academic Administrator must approve all leave. Holidays may not be taken during Term (those bank holidays falling in Term time may be taken during University Vacation time).

Benefits:

- Free lunch while on duty when the kitchen is open
- Optional membership of contributory pension scheme
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions may apply when holiday cannot be taken (see above) and some set days of holiday must be taken when the College is closed)

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks’ service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.
Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: http://www.magd.ox.ac.uk/job-vacancies) should be sent to the Human Resources Assistant, Magdalen College, Oxford OX1 4AU (telephone: 01865 276033) or emailed to human.resources@magd.ox.ac.uk by 12.00 noon on Monday 22 July 2019. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. Late or incomplete applications will not be accepted. Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK.

It is expected that interviews will take place on Thursday 1 August 2019.

Magdalen College is an Equal Opportunities Employer. For further information, see http://www.magd.ox.ac.uk/equality.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

http://www.magd.ox.ac.uk/job-vacancies.

Applicants are requested to complete the form and return it to the Human Resources Manager, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

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 in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.