MAGDALEN COLLEGE, OXFORD

TUTORIAL ADMINISTRATOR (FIXED-TERM JOB SHARE POSITION AS MATERNITY COVER)
(Reference Number: GH22001)

FURTHER PARTICULARS

The position of Tutorial Administrator (job share position) at 0.41 FTE (15 hours per week) at Magdalen College is available for a fixed period of 13 months as maternity cover. This is an exciting opportunity to be involved in the life of Magdalen. The successful candidate will provide support to the Senior Tutor and the Academic Administrator, and will be responsible for important aspects of teaching-related administration at the College, including the processing of tutorial reports produced by tutors, the preparation of tuition payment details for authorisation, right-to-work checks on those students involved in teaching and in other work, and the attendance monitoring of students who hold a visa; and will contribute in other ways to the academic administration of the College.

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 39 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. There are approximately 400 undergraduates and 230 graduates at Magdalen. The College prides itself on its pastoral care of students, and considers that its concern for their welfare is central to their academic success.

TUTORIAL ADMINISTRATOR (JOB SHARE)

Duties of the post

The Tutorial Administrators at Magdalen report to the Senior Tutor, while the Academic Administrator acts as their Line Manager. The Tutorial Administrators are employed by the President and Fellows of the College and are responsible under them to the Home Bursar. The post of Tutorial Administrator (fixed-term job share) is available from 23 February 2022 (or as soon as possible thereafter) to 31 March 2023.

The duties of a Tutorial Administrator at Magdalen include:
1. **Right-to-work checks and paperwork involved in employing students.** Administration required in respect of students employed by the College. This includes right-to-work checks and associated paperwork, preparation of letters of appointment, maintenance of an accurate and up-to-date record of employee details and work engagements, monitoring of the work commitments of students who hold a visa, and bi-weekly reporting of right-to-work checks to the relevant University department.

2. **TMS (Teaching Management System).** Administration of the online TMS program with respect to Magdalen’s undergraduate teaching. This includes ‘mapping’ freshers to Organising Tutors’ records on TMS, authorising tutors who are engaged to teach Magdalen students, creating report forms as required by Organising Tutors, and assisting in arranging the payment of tutors at the end of term in collaboration with the Senior Tutor and Payroll Manager.

3. **Administration related to out-of-college tuition.** Administration related to out-of-college tuition (teaching provided for the College’s undergraduates by external individuals or departments), including checking of tuition invoices received from University departments.

4. **Teaching room booking.** Implementation of teaching room booking requests onto CABS (the online booking system), and liaison with the Conference and Accommodation Office, Library, and Porters as necessary.

5. **Preparation of the termly tutorial feedback reports on individual tutors.** Preparation of reports on individual tutors’ teaching following the submission of feedback by undergraduates, for circulation to the tutors concerned.

6. **Attendance monitoring of visa-holding undergraduates.** Monitoring that involves contacting tutors for confirmation of students’ attendance at the required number of contact points through the term, completion of the visa monitoring spreadsheet, and reporting to the University’s Student Visa Compliance team each term.

7. **Termly administration of the vacation study grants available to undergraduates.** Termly notification to students of the availability of the grant, checking of applications and the subsequent claim forms, and preparation of the list of approved grants for approval by the Senior Tutor before submitting for payment.

8. **Administration related to the support of graduate students.** Administration related to the assignment of College Advisers to graduate students, and to the monitoring of supervisors’ reports on graduate progress.

9. **Receipt and processing of Undergraduate and Graduate Freshers’ paperwork.** Receipt of Freshers’ paperwork in liaison with the Admissions Officer, and dissemination of paperwork to the relevant College and University departments.

10. **Organisation of annual Freshers’ Dinners, the annual Tutor for Graduates’ Garden Party, and up to eight Graduate Dinners per year.** Administration of the arrangements for various dinners throughout the academic year, from invitation of attendees to notification to the relevant College departments of the attendees and of any dietary requirements, as well as preparing seating plans where necessary.
11. **Record-keeping and other duties throughout the academic year as relevant to the post.** Accurate record-keeping throughout the year, and other tasks as allocated to the Tutorial Administrator; general assistance for the day-to-day activities of the Tutorial Office as required by the Senior Tutor and the Academic 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 academics and 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 successful applicant will normally work 15 hours over Thursday and Friday each week, the normal working hours being 8.30 am to 5.00 pm, with unpaid breaks totalling one hour per day. In the initial training period from 23 February to 17 March 2022, the successful applicant will work 15 hours over Wednesday and Thursday each week. 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 Grade 5 of the University of Oxford Pay Scale, £10,825 - £14,098 per annum (FTE £26,341 - £34,304), 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.

**Benefits:**

- Free lunch while on duty when the kitchen is open
- 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 pro rata (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. There is a day one entitlement and no qualifying period: 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 places in the University nurseries.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: www.magd.ox.ac.uk/job-vacancies) should be emailed to human.resources@magd.ox.ac.uk by 12.00 noon on Friday 14 January 2022. 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 references, (b) satisfactory completion of a medical questionnaire, and (c) provision of proof of the right to work in the UK.

It is expected that interviews will be held on Monday 24 January 2022.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at 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:

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

Applicants are requested to complete the form and return it by email to Human Resources at Magdalen College (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/.