

Administrator – Casual Work

We are looking for occasional administrative support for our Scholarships and Funding Officer and welcome applications from well-organised individuals who are confident IT users and have some experience of office-based administration or similar skills gained through education or employment.

The work will be offered on a casual basis, with a preference for suitable individuals who are able to provide support during the busiest four days of term. For Trinity Term 2024 these are likely to be on 7th, 8th, 15th and 16th May. In addition, there may be opportunities to provide further support at other points in the term and in subsequent academic years.

The duties involve supporting the administration of grant applications from graduate and undergraduate students and will include emailing applicants and referees, checking applications for completeness, collating, organising and filing material on internal drives and using spreadsheets and reports to maintain and produce information.

You should be able to communicate well, in English, in writing and verbally and will be confident with email and standard Microsoft packages. You'll be able to work methodically, with accuracy and attention to detail and be comfortable following processes independently.

The rate of pay will be £13.81 per hour, plus applicable holiday pay and you will be able to have lunch in Hall, free of charge, on days when you are working.

Scholarships and Funding at Somerville

The Scholarships and Funding Officer is part of our busy, friendly Academic Office team. They support a wide range of activities aimed at ensuring that students are aware of and have access to a wide range of scholarships, grants and funding sources. They administer applications, service related committees and advise students and College officers on support available and the most efficient methods of obtaining financial help with the costs of research, study and travel.

Example of tasks

You will be advised of the specific tasks you will be asked to undertake during any periods of work. The list below provides examples of the kind of work you will undertake:

- Acknowledge receipts of emails, thanking referees, responding to queries and highlighting any items that need the Scholarships and Funding Officer's input
- Downloading submitted material, checking for completeness and filing in shared drives
- Flagging emails for attention, filing emails that have been dealt with.

- Data entry of applicant information into relevant lists/databases and retrieving stored information to lists of applicants to retrieve data
- Collating and uploading of material on to shared drives
- Printing and circulating material

Selection criteria

- Confident in the use of Outlook, Excel and basic Office packages
- Good communication skills in English
- Able to work efficiently and independently
- Well-organised with ability to work accurately to deadlines
- Flexible and proactive approach to work duties
- Availability on the dates noted above

Pay and benefits

- Any work undertaken will be at the rate of £13.81 per hour, with hours worked being recorded on a timesheet and paid a month in arrears on 28th of each month. Applicable rates of holiday pay will be made for any periods worked where holiday has not been taken.
- Statutory holiday entitlement of 28 days per year (pro-rata based on number of hours worked)
- Free lunch each working day

Please note that this role is offered on a casual, non-employment basis. Your status will be that of a 'worker'. As such, there will be no obligation for us to offer work and no obligation for work offered to be accepted.

Full terms of engagement will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

How to apply

Please use our online recruitment site via www.some.ox.ac.uk/jobs and follow the application instructions provided on screen. Please ensure you provide details of two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

In addition to completing the online application form, please also include an up-to-date CV.

Deadline and interviews

There is no closing date – applications will be assessed as they arrive and suitable individuals invited for interview as soon as possible after their application has been received. We reserve the right to close the vacancy as soon as suitable individual(s) are identified. Early application is therefore advised.

Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

Your data

All data supplied by candidates 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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment Screening

Any offer of employment will be subject to the following:

1. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

March 2024