

# ADMINISTRATIVE ASSISTANT (ESTATES AND FACILITIES)

## FURTHER PARTICULARS OF THE JOB

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### JOB DESCRIPTION

**Job Title:** Administrative Assistant (Estates and Facilities)

**Department:** Home Bursary (Estates, Accommodation and Facilities Department)

The Estates, Accommodation and Facilities Department, which in the context of Oxford colleges is called Home Bursary, is responsible for the day-to-day operation of the College's accommodation, facilities, maintenance, housekeeping, estates services, and related operational support.

### Main Purpose of Job:

The main purpose of the role is to provide day-to-day administrative and operational support to Director of Estates and Facilities (Home Bursar), Accommodation Manager and Estates Manager. The role also acts as the first point of contact for enquiries relating to accommodation, facilities and estates services via email, telephone or in person.

### Relationships:

1. Responsible to: Director of Estates and Facilities (Home Bursar)
2. Liaison with: Accommodation Manager, Estates Manager, Bursar's Office, Accounts, Academic Office, Events, Maintenance, Housekeeping, Grounds, Lodge, etc.

### Main Tasks of Job:

- Carry out administrative activities in the Home Bursary (Estates, Accommodation and Facilities) Office.
- Deal with enquiries in a polite, efficient and sensitive manner, making sure that more complex enquiries are directed to relevant team members without delay
- Monitor and respond to shared departmental email inboxes.
- Maintain departmental records, spreadsheets, databases and administrative systems.
- Maintain the fire actions spreadsheet and send emails as needed to residents.
- Take Committee meetings minutes and type up as required.
- Support meetings, audits and operational administration across the facilities and accommodation teams.
- Draft items for the College newsletter from the Home Bursary team and liaise with College Communications Officer to publish these.
- Monitor and tidy stationery room and order stationery for the College.
- Place orders for stock as required for the College.

### Support for the Director of Estates and Facilities (Home Bursar)

- Provide secretarial support including typing of minutes and reports, answering the telephone, general filing and other enquiries.
- Co-ordinate the Director of Estates and Facilities' diary.
- Organise and circulate the Team meeting agenda.
- Arrange appraisals and other meetings with the Director of Estates and Facilities (Home Bursar).
- Any other tasks as directed by the Director of Estates and Facilities (Home Bursar) in support of the Team.

### Support for Accommodation Manager

- Act as first point of contact for the Accommodation Office.
- Handle email, telephone and in-person queries.
- Book rooms and accommodation throughout the year as required.
- Issue accommodation agreements and resident departure communications.
- Create and issue accommodation offers to students and visitors.
- Assist with coordination of Maintenance and Housekeeping teams during mass departure windows.
- Support administration of resident services including lockers, allotments and parking permits.

### Support for Estates Manager

- Notify College members and residents of planned maintenance or estates works.
- Liaise with contractors and service providers in the Estates Manager's absence
- Assist with facilities compliance activities such as fire alarm testing and reporting faults.
- Any other tasks which may be required in support of the Estates Manager.

### Data protection

- Exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person

## **PERSON SPECIFICATION**

### **Essential**

- Good level of education (at least GCSE level)
- Sufficient work-related experience
- Excellent customer service skills and an approachable and pleasant manner in dealing with people from different backgrounds
- Excellent organisational and administrative skills
- A high degree of accuracy and attention to detail
- The ability to communicate clearly and work in collaboration with other departments
- Good oral and written English skills
- Good IT skills, especially with Microsoft Office packages (Outlook, Word, Excel) and a willingness to learn new packages
- Ability to type with accuracy
- Ability to prioritize tasks and work under pressure
- A methodical and efficient approach to office procedures
- Flexible and the ability to respond to varying workloads immediately
- A team player who works well within a team, but also able to work independently
- Self-motivated and pro-active
- A high level of discretion and sensitivity to ensure confidentiality in all matters

### **Desirable**

- Previous experience of working in a College environment
- Experience of establishing and maintaining efficient office systems
- Experience of minute taking at committees

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College and the overall objectives of the organisation.

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available from 15 June 2026. It is full-time and permanent with 3 months' probation.
<b>Hours:</b>	Working hours are 36.5 hours per week, normally worked from Monday to Friday between 09:00am and 17:00. There is an unpaid 30 minutes' lunch break.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.
<b>Salary and Benefits:</b>	<p>The role is Wolfson Grade 3 and new appointments are normally offered the first increment in the grade.</p> <p>The starting salary is therefore £28,578 per annum for full time work. This includes a basic salary of £26,848 per annum and the Oxford Weighting of £1,730 per annum.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p> <p>Benefits include an attractive pension scheme, staff travel allowance (currently net amount of £1,105 per annum for a full time role), free lunch within allowance when on duty, free parking subject to availability, interest free loans to purchase annual bus tickets, bicycles and private health insurance.</p>
<b>Notice period:</b>	1 week during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

### 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.

### Data Protection

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 UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website:

<https://www.wolfson.ox.ac.uk/data-protection-statement/> .

### APPLICATION:

Applications should be sent by post to HR Department at [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full
- a Curriculum vitae.
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job

Your application should be sent as an attachment in a Word or PDF format.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date for applications is 09:00 am on Monday, 1 June 2026. Interviews will be held on 10 June 2026.**