



ADMISSIONS OFFICER AND ACADEMIC OFFICE DEPUTY

Further Particulars

Job title:	Admissions Officer and Academic Office Deputy
Hours:	37.5 hours per week
Salary:	£33,951 – 37,694 (University grade 6) plus an additional Oxford University Weighting payment of £1,500 pa pro-rata.
Contract Type:	Permanent
Responsible to:	Academic Administrator and Tutor for Admissions

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 235 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

The Admissions Officer and Academic Office Deputy will be based in the Academic Office. The post-holder will be responsible for managing both the undergraduate and graduate admissions exercise from fielding first enquiries, assisting with open days and outreach activities, through to processing applications and issuing offer letters. The post will also involve some academic administration relating to on-course students and would be ideal for someone looking for a broad range of experience in academic administration. The appointed person must be available to work some Saturdays and evenings, particularly over the 6-week examination period (mid-May to the end of June) and during the Admissions interviewing period (currently in early December). Time off in lieu can be taken for any time work out of normal office hours (09:00 – 17:00)

The post-holder will work closely with the Academic Administrator (who is also the Tutor for Admissions) and the Senior Tutor, and will also work with subject tutors on matters such as admissions and collections.

Key Responsibilities & Duties

Admissions

- Administration of undergraduate admissions, including dealing with initial enquiries, organising admissions interviews, sending outcome letter and arranging feedback.
- Administration of graduate admissions including liaising with tutors and sending outcome letters.
- Organising the administration required for offer holders coming up to Oxford including accommodation arrangements, verification of qualifications, completion of financial declarations, visa requirements, college advisor allocations and adjustments for those with disabilities.
- Assisting with arrangements for Freshers' Week activities and registration of new students.
- Administration of visiting student admissions.
- Support of outreach and access activities including open days and access initiatives.

Examinations

- Organisation of in-college exam arrangements and cover for all out of hours exams. The post-holder would be required to undertake invigilation training so as to be able to assist with exams scheduled at short notice.
- Organisation of termly collections (mock examinations) for undergraduate students, both in person and via the University's online examination software.

Ceremonies

- Administration relating to Matriculation, including registering students on the day of the main ceremony in October (which falls on a Saturday).
- Administration of graduation ceremonies (approximately 6 per annum), including support on the day (most of which will be on Saturdays)

Tuition and Finance

- Administration of the Teaching Management System (TMS), including right to work checks for tutors and providing payment details to the Accounts Office
- Assistance in providing the Accounts Office with data relating to student fees and completion of the annual HESA return

Other duties

- Assisting the Academic Administrator and Tutor for Admissions and the Senior Tutor to ensure efficient administration of all aspects of the College's academic work, including drafting letters, deputising, website maintenance, weeding of data to ensure GDPR compliance and other general administrative tasks.
- Assistance with on-course student administration, including applications for coursework extensions, examination adjustments and the submission of mitigating circumstances notifications in relation to exams.
- Provide administrative support for the College's Academic Group.
- Representing the College as necessary in inter-collegiate administrative meetings.
- Other duties relevant to the post as required.

Selection Criteria

Essential

- Education to Bachelor's degree level
- Experience of administration
- Excellent interpersonal skills including the ability to deal confidently with a wide variety of people both inside and out of the College and wider University. The ability to work cooperatively within a team
- Excellent organisational skills and the ability to balance demands and manage time. The ability to work calmly under pressure to meet deadlines.
- Excellent problem-solving skills with the ability to exercise judgement and take action. The ability to work unsupervised and take initiative.
- The ability to work in a methodical and organised fashion, with accuracy and a high attention to detail.
- Good command of the English language, both oral and written, and the ability to draft documents
- Good IT skills (especially in Microsoft Office) and the preparedness to learn new applications as required. Competence with online meetings and the ability to work online when required.
- A flexible attitude towards duties and a willingness to work flexibly to meet the fluctuating demands of the University and College calendar.

- Judgement and diplomacy, the ability to deal tactfully with student academic, welfare or discipline issues. The ability to exercise discretion and understanding of the demands of confidentiality.

Desirable

- Previous experience of working in administration in student services and higher education, particularly within the collegiate university, especially on undergraduate admissions.
- Familiarity with Oxford University software such as ADSS, eVision, Microsoft Teams and Inspira.

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees. For enquiries about the post, please contact the Academic Administrator and Tutor for Admissions, Victoria Lill, via email (victoria.lill@hmc.ox.ac.uk).

The above should be submitted by email to hr@hmc.ox.ac.uk by **12 noon on the application deadline of 13th October 2025**.

Benefits and Conditions

- Free lunches in the College's dining hall when working onsite (when the kitchen is open)
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 38 days including bank holidays and the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.
- Time off in lieu (with the agreement of the Academic Administrator and Tutor for Admissions) for hours worked outside of normal office hours
- Access to a number of Oxford University staff benefits, including access to university museums, gardens and events, discounted access to health and sports facilities and eligibility to purchase a TOTUM+ card which provides discounts in a wide range of shops and restaurants
- Termination of employment is by notification on either side of three months. This post is subject to a probationary period of six months.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability,

ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.