



Harris Manchester College

Interim Bursary & Conference Assistant (Maternity Cover)

Job Title:	Interim Bursary Assistant
Hours:	37.5 hours per week
Salary:	£26,038 – £32,296pa (grade 4)
Contract type:	Temporary (Maternity Cover) - Fixed 9 months with the potential for a further 3-month extension
Responsible to:	Interim Bursary Manager, Domestic Bursar

Key Responsibilities & Duties

Bursary Office

- Ensure a high-quality front-desk service is provided to all members of the college community and guests.
- Ensure there is an efficient check-in, check-out service for individuals staying in college accommodation.
- Oversee the colleges access management policy and ensure the bursary team have secured the necessary approval before access to the site is granted.
- Ensure that all relevant administrative tasks completed by the Lodge staff are prepared and submitted in a timely fashion.
- Manage the CCTV system with guidelines of the CCTV Policy and the GDPR
- Oversee management of the college car park
- Ensure incidents, accidents and near misses are accurately logged
- Support the fire and emergency evacuation process by ensuring bursary staff are suitably trained and aware of their role on the incident procedure.
- Manage the logistics within the College, ensuring parcels and post are stored and distributed correctly and ensuring minimal disruption.
- Coordinate all on-site parking for contractors, guests and fellows as well as managing the registration of bicycles.
- Ensure the Lodge area is clean, tidy and organized and promotes a professional and welcoming first impression of the college, sorting post, delivering parcels and assisting with luggage.

- Be vigilant at all times and able to confidently, but tactfully and politely challenge anyone who appears to need assistance
- Be fully conversant with the College Security systems and procedures. Able to deal with any emergencies in a swift and prompt manner following the College Fire and other emergency plans.
- Ensure the Lodge issue keys/fobs accurately, complying with all procedure
- Assist the Dean, Domestic Bursar and Junior Deans in the enforcement of College Rules, ensuring that noise disruption is kept to a minimum and that procedures for managing noise or behavioral issues are complied with to minimize the impact on residents of the college.
- If required, support the maintenance team in making initial assessments out-of-hours in resolving maintenance problems, referring as necessary.
- Comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulation) requirements.
- A smart and tiny appearance is essential, with a friendly and proactive nature to ensure all college members, guests and visitors are made to feel welcome.

Support for the Conferences & Events Team

- Help to ensure rooms/spaces are set-up in advance of events, and that all the necessary equipment is in place. Ensure that routine checks of these spaces are completed including regular AV/IT testing and updates.
- Assist with the provision of support for internal and external events, including those organized by HMC fellows and other college and associate members of the college.
- Where required, ensure the details of booking are accurately recorded.
- Assist with publishing regular internal event calendar information.

Other

- Always maintain strict confidentiality where required.
- Always act in the best interests of the College.
- Any other duties as may reasonably be required, consistent with the grade of the post.

How to Apply

Please email your application to hr@hmc.ox.ac.uk, all applications **must include a CV, a covering letter, and the contact details of 2 references**, one of which should be your most recent employer. Referees will not be contacted without first seeking your permission.

The deadline for applications is **12pm, Monday 12th May 2025**. Interviews will be held on **Monday 19th or Tuesday 20th May**.

If you have any questions about the role, please email the HR Officer (hr@hmc.ox.ac.uk) in the first instance.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University 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 [Harris-Manchester-college-policy-data-protection \(ox.ac.uk\)](https://www.hmc.ox.ac.uk/policy-data-protection).

Equal Opportunity

Harris Manchester College is an Equal Opportunities 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.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK and (if we haven't done so already) we will contact the referees you have nominated. If you have not previously worked for the College, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.