



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Administrator
Location	Christ Church
Department	Dean's Office and Cathedral Office
Salary	University Scale Grade 4 currently £28,437 - £32,108 (with a discretionary amount to £35,681 per annum..
Hours	37.5 hours per week
Contract type	2-year fixed-term
Responsible to	EA to the Dean
Application deadline	Noon 5 May 2026
Vacancy reference	HT26_FTA
Additional information	This position cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church ('The House') is a unique institution, a joint foundation of a College in the University and the Cathedral of the Diocese of Oxford. When Henry VIII took over Wolsey's Cardinal College in the sixteenth century, he put the Dean and Canons of his new Oxford Cathedral in charge of the College and its students. In the nineteenth century it took on a form more like other Oxford colleges, with a Governing Body (comprising the Dean, Canons and Students - i.e. Fellows) to look after the affairs of the whole institution. The Dean is the Head of Christ Church. The current Dean is the Very Reverend Professor Sarah Foot.

Overview of the role

Reporting to the EA to the Dean, the post holder will provide efficient and effective support in the running of the Dean's Office and will assist other administrative offices within Christ Church, particularly the Cathedral.

The post holder will assist in the effective running of the Dean's Office and will assist in all aspects of its operation, specifically to take on some responsibilities from the EA to the Dean, to allow them to focus on more value-adding activities. They will provide administrative support to the sub-Dean and ensure connection of activities between the college and the Cathedral.

The role will support the management of communications between the Dean and external stakeholders; liaising with senior figures in the cultural, business, university, and ecclesiastical sectors; and helping to arrange and manage high-profile events. The postholder would be expected to work five days a week in the office during weeks 0-9. Out of term there may be an opportunity for a hybrid arrangement to be agreed.

Duties

EA Support and Office Administration

- Provide efficient administrative support to the EA to the Dean in order to facilitate the smooth and effective running of the Dean's office, and assisting with devising and



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implementing office administrative systems and procedures and proactively improving these where necessary

- Assist in the inbox management of the Dean's email account
- Assist in maintaining the Dean's electronic diary, including organising internal and external meetings. Checking competing priorities into the week and forward plan domestic and international travel in conjunction with the relevant college or university offices
- Coordinate, organise and support meetings held by the Dean including making room/refreshment bookings and greeting visitors.
- Ensure meeting papers are available in hard copy and/or electronic format.
- Ensure that the Dean's committee papers are filed in an orderly fashion
- Collecting and distributing post
- Make appropriate travel arrangements, booking hotels and restaurants and other events, both domestically and overseas

Communication

- Assist the EA to the Dean in responding both verbally and in writing to a range of issues on behalf of the Dean

Events

- Prepare meeting rooms, ordering refreshments and setting up AV
- Welcoming visitors to Christ Church and escorting to different meeting venues

Support to the Sub Dean and Cathedral Office

- Undertaking administrative tasks for the Sub Dean (e.g. booking meeting rooms, arranging hospitality, and organising travel).
- Assisting with maintaining the Cathedral diary.
- Assisting with the organisation of services, events, and meetings, by supporting the issuing of invitations, acknowledging and collating RSVPs, and disseminating information to attendees.
- Assisting with the ticketing of major services.
- Assisting with checking the Cathedral's shared email inboxes and directing correspondence to the appropriate individuals.
- Assisting with auditing the Cathedral's inventory.
- Assisting with the smooth running of the Cathedral Office (e.g. replenishing printer supplies).
- Periodically clerking working groups and helping deliver associated activities.
- Collecting and distributing post.
- Welcoming visitors.
- Preparing meeting rooms, ordering refreshments, and configuring AV.

Christ Church places the utmost importance on the safety and wellbeing of all who come to worship, work and volunteer in the Cathedral, particularly children, young people and vulnerable adults. As stated below, offers of employment are subject to satisfactory references and Disclosure and Barring Service (DBS) checks where appropriate. All employees engaged in activity with the Cathedral are obliged to complete regular safeguarding training.



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Other

- Provide other support to other departments within Christ Church, pro-actively and as needed,
- Provide cover for annual leave and sickness for the EA to the Dean

The above list is not exhaustive, and the post-holder will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The list of duties may be varied according to Christ Church's evolving needs without changing the essential character of the post.

Person Specification (selection criteria)

Essential

- Experience of working in a busy office of a senior manager
- Good verbal communication skills and the ability to deal tactfully and effectively with a wide variety of members of Christ Church and the wider University, including academic staff, office-based staff and students, senior clergy in the Cathedral and Chapter, in the Diocese and national Church, as well as members of the public
- Experience of arranging complex travel and associated bookings
- Ability to handle sensitive information and confidential matters with absolute discretion and initiative
- A good understanding of the importance of safeguarding
- A flexible approach to workload and hours of work, with a co-operative and collaborative attitude
- Good IT skills (Microsoft Office, including large-scale mail merges, email etc.) and the capacity to pick up new systems quickly
- Keen attention to detail
- Ability to work under pressure, prioritise workload and meet deadlines.

Desirable

- Knowledge of the University of Oxford, and its collegiate system
- Sympathy with the Christian ethos, vision and ministry of Christ Church Cathedral.
- Experience of note taking for high level and sensitive meetings would be useful.

Terms and Conditions

This position is offered on a 2-year, fixed-term basis. The standard working week is 37.5 hours.

Salary - The salary range for the post is University Scale Grade 4 currently £28,437 - £32,108 (with a discretionary amount to £35,681) per annum. Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the OSPS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays. The holiday year runs from 1 January to 31 December.



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Meals - Employees are entitled to take lunch free of charge in College, each day they work when the kitchen is open.

Employee Assistance Programme – free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club.

University Card - for discounts in shops, cafes and restaurants and University leisure facilities.

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; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which appropriate adjustments are necessary. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

Please apply using the online application form available at: https://fas.chch.ox.ac.uk/fas_live/chchadmin/ no later than the deadline of **5 May 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the EA to the Dean stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications will be assessed only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Interviews are likely to be held end of May/early June.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.



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Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.