



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**CHRIST CHURCH**  
**FURTHER PARTICULARS**

<b>Job title</b>	Access & Admissions Operations Officer
<b>Location</b>	Christ Church
<b>Department</b>	Academic Office
<b>Salary</b>	University Scale Grade 5 (currently £32,108- £37,338, with a discretionary range up to £40,514)
<b>Hours</b>	37.5 hours per week
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Admissions & Access Manager, who works closely with the Tutor for Admissions
<b>Application deadline</b>	Noon on Thursday 25 <sup>th</sup> June 2026
<b>Vacancy reference</b>	TT26_029
<b>Additional information</b>	This is a full-time position that 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**

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

### **Academic Office**

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor, and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar.

## **The role of the Access & Admissions Operations Officer**

This is a new role within the growing Access and Admissions team. Working under the direction of the Admissions & Access Manager, and in close collaboration with the Admissions Officer and Access & Schools Liaison Officer, the post-holder will have a key role in the operational coordination, delivery, and evaluation of access and undergraduate admissions work across the team.

The role will also contribute to strengthening administrative support for graduate admissions activity. As the College plans for a significant expansion in graduate numbers over the coming years, the post-holder will play an important role in developing sustainable processes and providing additional capacity to support the wider Academic Office.

### **Main Duties and Responsibilities**

#### **1. Access and Outreach**

- Take responsibility for the planning, coordination, and delivery of outreach activity in the College's link region of Barnet, including both inbound and outbound school visits and residentials, and sustained access programmes;
- Develop and maintain relationships with schools and colleges in Barnet, acting as a key contact for outreach activity in the region;
- Deliver presentations, workshops, and information sessions to pupils, teachers, and parents/carers on higher education, Oxford, and the admissions process;
- Develop and maintain links with charities and organisations that aim to improve access to higher education and support students from disadvantaged or under-represented backgrounds, including preparing grant proposals through [Christ Church's Access Hub](#);
- Take a lead role in the development, organisation, coordination, and evaluation of the College's subject-specific access initiatives;
- Coordinate the recruitment, training, and deployment of Access Tutors (postgraduates or early career academics);
- Write reports and undertake quantitative and qualitative analysis of relevant data for presentation to relevant committees;
- Keep records of all outreach activity undertaken by Christ Church and contacts with students on the Higher Education Access Tracker (HEAT);
- Monitor participation and evaluate outcomes of these initiatives to inform future development.

#### **2. Admissions and Funding Support**

- Assist with the administration of the College's undergraduate and graduate admissions exercises;
- Provide administrative and operational support for graduate funding, development, and financial declaration (FDF) processes;
- Assist with the administration and delivery of the College's Open Days;
- Maintain a good understanding of College and University admissions requirements and of national policy relating to qualifications frameworks and university admissions;
- Contribute to the development of efficient systems and processes to support planned growth in graduate admissions.

### **3. Communications and General Duties**

- Contribute to the management of shared inboxes, ensuring timely and accurate responses to enquiries;
- Support the development of communications, publications, and website content relating to access and admissions;
- Maintain positive relationships with colleagues within the Admissions & Access Team, the wider Academic Office, tutors and members of staff across the College.

The post-holder will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Admissions & Access Manager may reasonably expect, and to provide cover for colleagues in the Academic Office in the event of absence.

### **Person Specification**

#### **Essential**

- Educated to degree level or equivalent experience;
- Strong organisational and operational planning skills;
- Ability to manage multiple processes and competing priorities effectively;
- Excellent administrative skills with high attention to detail;
- Strong communication and interpersonal skills including the ability to make effective presentations to live and remote audiences;
- Ability to work collaboratively while taking ownership of defined areas of work;
- Willingness and ability to be flexible in regard to work and working hours (for instance, when travelling to the link regions, occasionally attending events at weekends or in the evening, or staying in College overnight during residential);
- Good data analysis skills, applicable to tracking, analysis, and reporting of admissions / access data;
- Good IT skills including Microsoft Office and database systems;
- Ability to handle sensitive information with discretion;
- Commitment to fair access and sensitivity to students from diverse backgrounds;
- Good citizenship in the workplace, including respectful and professional communication, collaboration with colleagues, knowledge-sharing, and a commitment to team success.

#### **Desirable**

- Experience in higher education, admissions, or outreach;
- Experience of event or programme coordination;
- Familiarity with HEAT or similar tracking systems;
- Understanding of the Oxford collegiate context;
- Experience of supporting evaluation or reporting processes.

### **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 you may need us to make appropriate adjustments.

The appointment will be conditional on confirmation of an enhanced DBS check and safeguarding training will be required.

### **Terms and conditions**

- Salary: will be on the University Scale Grade 5 (currently £32,108- £37,338, with a discretionary range up to £40,514)
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. However, the post-holder will need to have a flexible approach to working hours, as some events will be held outside these times. Travel away from Oxford will be required as part of the programme of outbound visits and there will be particular periods of the year when longer working hours will be necessary. In these cases, when approved in advance, time off in lieu will be granted.
- Start date: 1 October 2026 or as soon as possible thereafter.
- Probation period: there will be an initial probationary period of six months.
- Other benefits: The post-holder will be entitled to lunches without charge in College during periods for which these are available.
- Eligible staff may join or remain a member of the Oxford Staff Pension Scheme (OSPS).

### **Application process**

Applications will be judged only against the criteria which are set out above, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees 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.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats.

Please apply using the online application form available at [https://fas.chch.ox.ac.uk/fas\\_live/chchaslo/](https://fas.chch.ox.ac.uk/fas_live/chchaslo/) no later than the deadline of **noon on Thursday 25<sup>th</sup> June 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Ms Helen Ety, Academic Registrar, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees. References will be taken up for shortlisted candidates.

## Interviews

We expect to hold interviews in the week commencing **20<sup>th</sup> July 2026**.

If you have any questions regarding the application process, please contact [academic.recruitment@chch.ox.ac.uk](mailto:academic.recruitment@chch.ox.ac.uk). Candidates are also welcome to contact Dr Ana Hastoy, Admissions & Access Manager (ana.hastoy@chch.ox.ac.uk) for an informal discussion about this post. All enquiries will be treated in strict confidence and will not form part of the selection decision.

## **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.

### *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.