



THE QUEEN'S COLLEGE
UNIVERSITY OF OXFORD



ACCESS & COLLEGE OFFICE ASSISTANT

This is a full-time, permanent appointment at the Queen's College, High Street, Oxford, OX1 4AW
Queen's Scale Grade 4: £26,707 to £30,378 per annum, plus a discretionary Queen's weighting
payment of £2,500 per annum

THE QUEEN'S COLLEGE

Founded in 1341, it now consists of impressive seventeenth- and eighteenth-century buildings that replaced those of the medieval foundation. The College has around 330 undergraduates, 160 graduates, and approximately 45 Fellows in a range of academic roles.

Further information about the College can be found on its website at www.queens.ox.ac.uk.



THE COLLEGE OFFICE

The College Office is a small, busy, and welcoming team of six staff (five full-time staff and one staff member who divides their time between the College Office and the Welfare Team) dedicated to furthering the academic aims of the College through the provision of excellent support for its students, Fellows, and academic staff and the delivery of an access and outreach programme to schools and students in the College's 'link regions' in the Northwest (Blackburn with Darwen, Blackpool, Cumbria and Lancashire) and in Sutton and Lewisham in London. For more information about access and outreach initiatives at Queen's, visit [Outreach Programmes section](#).

THE ROLE

The Access and College Office Assistant will report to the Academic Administrator, and they will divide their time between assisting the Schools Liaison, Outreach and Recruitment Officer with the delivery of the College's access and outreach programme, assisting other members of the College Office with the planning and delivery of the College's academic administration, including the undergraduate admissions exercise, and providing general office administration.

Training will be provided on a number of Oxford University systems (e.g., eVision, Admissions Decision Support Systems (ADSS), Higher Education Access Tracker (HEAT)). There will also be opportunities to develop administrative skills in a variety of areas including data handling, the planning and delivery of events, and project planning, and to develop public speaking skills.

RESPONSIBILITIES

ACCESS AND OUTREACH

- Assisting the Schools Liaison, Outreach and Recruitment Officer with the delivery of the College's access and outreach programme, including making arrangements for school visits, residential programmes, and Open Days, liaising with teachers in schools, and coordinating activities with Student Ambassadors;
- Delivering presentations and/or interactive sessions to access and outreach participants visiting the College (the postholder will normally be expected to deliver an access event once per week over six weeks in each term, in addition to assisting with a programme of residential activities taking place over the Easter Vacation in March–April);
- Assisting the Schools Liaison, Outreach and Recruitment Officer with reporting on access and outreach activities, including data entry and the production of annual reports;
- Coordinating the delivery of the annual Offer-Holders' Day with the Admissions and Graduate Administrator and the Schools Liaison, Outreach and Recruitment Officer;

COLLEGE AND OFFICE ADMINISTRATION

- Acting as the first point of contact for enquiries in person, by email, and on the telephone, referring them to colleagues where necessary;
- Managing room bookings for teaching, outreach events, and other academic activities;
- Assisting the Admissions and Graduate Administrator with varied tasks as required throughout the annual undergraduate admissions cycle (full admissions training will be provided; the busiest period for this work will be from November to December and in mid-August);
- Assisting the Academic Administrator with the preparation of the Freshers' Week timetable and with related room bookings and communications, and assisting with the delivery of registration and induction for new students;
- Assisting the Fellowship and Tutorial Administrator, especially with management of the shared College Office inbox, termly collections, and degree days;
- Assisting the Tutor for Graduates with the MCR Dinners for graduate students and their College Advisors;
- General office administration as required, including but not limited to preparing letters, updating College lists, data entry, filing, and stationery ordering;
- Where appropriate, deputising for other members of the College Office during periods of absence.

Please note that November and December will be very busy periods for admissions, that March and April will be a busy period for access and outreach, and that overtime may be required, with time given off in lieu.

The duties listed above are not exhaustive, and the postholder may be required to undertake other tasks, under the direction of the Academic Administrator, that are commensurate with the responsibilities of the role.



ABOUT YOU

This is an ideal first position for someone interested in a career in widening participation in higher education or in higher education administration more generally who has an interest in supporting and working with students and academic staff at all levels—from prospective candidates and applicants, to current students, and to lecturers and Fellows—and in contributing to the smooth functioning of the College in support the wider College community.

PERSON SPECIFICATION

SELECTION CRITERIA FOR THE ACCESS & COLLEGE OFFICE ASSISTANT

ESSENTIAL

- Good standard of general education to at least A Level or equivalent.
- Fluent and accurate written and spoken English.
- Confident handling confidential and sensitive information appropriately.
- Strong attention to detail and accuracy.
- Well organised, with the ability to follow instructions, work to deadlines and complete tasks in a logical and methodical way.
- Effective team working skills, with a proactive approach to supporting colleagues and the smooth running of the office.
- Ability to support and deliver presentations.
- Good working knowledge of Microsoft Word, Excel and Outlook.
- Data literate, with the ability to read, understand and communicate data clearly.
- A professional, approachable and tactful manner.
- Discretion, initiative and good judgement.
- Flexible and adaptable, with the ability to manage a varied workload and prioritise effectively.
- Willingness to attend training and take responsibility for own learning.
- Interest in access and outreach work and widening participation within higher education.

DESIRABLE

- General knowledge of the UK higher education sector.
- Data literate, with the ability to read, understand and communicate data clearly.

TERMS AND BENEFITS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

CONTRACT AND WORKING PATTERN

- This is a permanent appointment. There will be an initial probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
- Ideally the appointee should be available to take up the post mid-September or early October 2026.
- This is a full-time post. The normal hours of work are 37.5 hours per week, worked over five days, Monday to Friday (with some flexibility in how the days/hours are set out). The usual working pattern will be between 9.00 am and 5.00 pm, with an unpaid 30-minute lunch break.
- You may be required to work additional hours when authorised and as necessitated by the needs of the College's academic and access activities. Flexibility in work patterns will be needed when the requirements of the role demand this – such as special events.

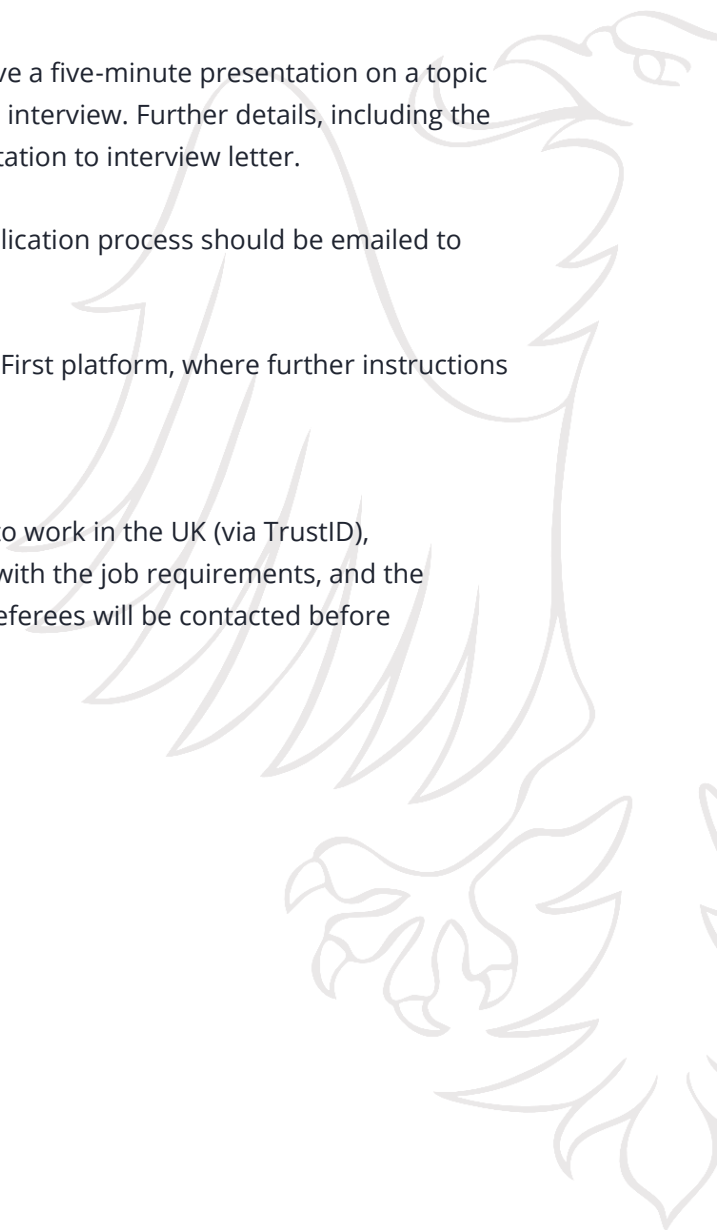
SALARY AND BENEFITS

- Salary: Queen's Scale Grade 4 (£26,707 to £30,378 p.a.) depending on qualifications and experience. In addition to your basic salary the College is currently paying a discretionary 'Queen's weighting payment'. The weighting payment is currently £2,500 per annum for employees on Grade 4, payable in equal monthly instalments.
- Holiday: 38 days' annual leave (pro rata), inclusive of Bank Holidays (1 January to 31 December). Some annual leave is required to be taken during the College's Christmas closure period. An additional day of leave is awarded after 5, 10 and 15 years' service. The College also offers the option to 'buy back' up to 5 days of unused leave each year, subject to policy.
- Pension: membership of the Oxford Staff Pension Scheme (OSPS), with salary sacrifice options available.
- Occupational sick pay: provided in line with College policy, with entitlement increasing with length of service.
- Time off in lieu (TOIL) / Overtime: TOIL is available for eligible Grade 1–7 roles in line with College policy.
- Flexible working: Option to work from home for up to 20% of weekly hours (where the role allows).
- Additional benefits include: Free meal during working hours; access to the College gym and University Club; discounted travel schemes, including bus, rail and cycle-to-work options (subject to conditions).

HOW TO APPLY

- Closing date – for the receipt of applications is 10am on Friday, 7 August 2026. Late or incomplete applications will not be accepted.
- Interview date / timeline – Interviews are likely to be held in person on Wednesday, 12 August 2026 at the Queen's College.
- Candidates invited to interview will be asked to give a five-minute presentation on a topic relevant to access and outreach at the start of the interview. Further details, including the topic for the interview, will be provided in the invitation to interview letter.
- Contact for queries – Any enquiries about the application process should be emailed to HR@queens.ox.ac.uk
- Click 'Apply Online' to be redirected to the People First platform, where further instructions on the application process will be available.

The appointment will be subject to proof of the right to work in the UK (via TrustID), satisfactory references, proof of qualifications in line with the job requirements, and the satisfactory completion of a medical questionnaire. Referees will be contacted before appointment is confirmed.





ADDITIONAL INFORMATION

DIVERSITY AND EQUAL OPPORTUNITY AT QUEEN'S COLLEGE

The Queen's College is committed to equal opportunity and to fostering an inclusive community. We recognise how the diversity of our community strengthens our ability to achieve excellence in teaching, research, and scholarship.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment, and retention will be determined according to personal merit and the duties and requirements of the post.

The College invites all applicants to familiarise themselves with its equal opportunities policy, also available on its Equality Information page: www.queens.ox.ac.uk/equality-information The College also shares the university's commitment 'to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed'. The university's full policy is available at: [Equality Policy | Equality and Diversity Unit](#)

We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech. We work to increase the diversity of the backgrounds from which our employees and students come by removing barriers to access and by promoting an inclusive culture in which:

- everyone feels that they are valued and can work to achieve their potential;
- opportunities are open to everyone, and decisions are based on merit and are free from bias;
- all our current and prospective students, staff, and visitors are treated fairly and with dignity and respect, and do not face discrimination; and
- academic freedom and freedom of speech are valued and upheld.

All College meetings include consideration of its duties under the Equality Act 2010 as they pertain to the meeting's actions and decisions. In formal and informal settings alike, the College endeavours to make decisions that afford equal opportunities to, and foster good relationships between, different groups of people. This commitment, supported by data and routinely

monitored, extends to all aspects of our activities: in our outreach activities, in admissions, and in financial support, for undergraduates and postgraduates alike; in the procedures related to hiring and retaining academic and non-academic staff members of the highest calibre; in student support; and in all aspects of fostering an inclusive community in which everyone feels respected, valued, and heard.

DATA PROTECTION

All data supplied by applicants 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 General Data Protection Regulation 2018.

PRIVACY NOTICE

The College Privacy Notice can be viewed here: <https://www.queens.ox.ac.uk/wp-content/uploads/2022/10/Applicants-for-office.pdf>

All data supplied during the application process will be processed and stored in accordance with this policy.