



## Job Description

<b>Job Title</b>	Administrative Assistant – Reception and programmes support
<b>Location</b>	Oxford
<b>Hours</b>	Part-time role of 22.5 hours/3 days per week
<b>Reports to</b>	Registrar
<b>Function (Faculty/Admin)</b>	Admin
<b>Key Collaborative Relationships</b>	Registrar, Admin team staff and students
<b>Main purpose of the role</b>	To provide support to the Registrar across a wide range of tasks and responsibilities covering the building, hospitality and academic programme administration.
<b>Key Objectives/ Principal Accountabilities</b>	<ol style="list-style-type: none"><li>1. To provide an effective reception service to OCMS, reflecting the OCMS ethos.</li><li>2. To provide administrative assistance for student admissions to the PhD programme.</li><li>3. Support the Registrar by taking meeting notes and managing discrete task areas of the Registrar role as agreed.</li><li>4. Maintain the PhD Programme database ensuring it is up to date.</li><li>5. Monitor the student and supervisor records in line with the handbook requirements.</li><li>6. Under the direction of the registrar, manage ad hoc events including accommodation, hospitality and meeting rooms.</li><li>7. Undertake the creation and management of the annual OCMS calendar of repeating events.</li></ol>
<b>Key Relationships Internal &amp; External</b>	Internal: Registrar, admin team, staff and students. External: Supervisors, suppliers and visitors.
<b>Job Requirements/Person specification</b>	<p>Essential:</p> <p>Proven administrative experience in a busy environment.</p> <ul style="list-style-type: none"><li>• Mature, confident, organised, gracious and welcoming manner.</li><li>• Excellent word processing, spreadsheet and data management skills.</li><li>• Proven ability to handle multiple tasks and demands in a calm, persistent and efficient manner.</li><li>• Effective self-management of their work tasks, demonstrating initiative and the ability to prioritise.</li><li>• Ability to empathise with people from diverse educational and cultural backgrounds.</li><li>• Sympathetic to the vision and mission of OCMS and the people OCMS serves.</li></ul> <p>Desirable:</p> <p>Familiarity with Google Suite</p> <p>Experience of Event coordination</p>



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### Applying Your Christian Faith to This Role

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practicing Christian. Each working week will involve times of collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at OCMS are expected to actively participate in these shared times and members of staff take it in turns to lead prayer meetings, Chapel times and other moments of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of OCMS. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to times of prayer, worship and study of Scripture (this can be for the whole team or just smaller groups, individuals, or at the start of general meetings)
- participating in retreats, days of prayer and fasting, etc.
- committing to private prayer for the work associated with this role, our students and colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else.