



## **Bursarial/Administration Assistant Domestic Office**

**Hours:** 36.5 hours per week

**Salary:** Band 4 circa £21,704 - £26,165

**Works closely with:** Accommodation, Catering, Conference and Events departments and with the Head Chef and Butler.

**Supervised by:** Domestic Bursar

### **Job Contribution:**

To provide administration support to the Domestic Office working equally across the 3 main functions of Accommodation, Catering and Conference and Events.

### **Responsibilities:**

#### Conference and Events

- Collating and distributing guests' welcome packs and maintaining stationary supplies.
- Assisting with checking rooms are set up and ready for guests.
- Producing menus for Hall and events and uploading to shared drive.
- Creating table plans, seating cards and pricing information.
- Assisting with raising invoices for internal meetings and liaising with Butler in obtaining drinks consumption.
- Kinetics – book rooms for teaching, exams, meetings, functions and events including Degree and Outreach days.
- Maintaining Quad person function sheets and ensuring meeting room equipment is serviceable and any defects are properly reported.
- Responding to general email inquiries.
- Inputting B&B bookings.
- Assisting in ensuring final numbers, menu choices and dietary requirements are received in good time.

- Assisting in planning to re-locate students to vacation rooms from term time accommodation.

### Accommodation

- Assisting with gathering Vacation Residence information.
- Assisting with collecting Accommodation Agreements (DocuSign).
- Helping with the Student room ballot and room grades.
- Taking minutes of college/department meetings as required.
- Maintaining accommodation lists via Kinetic.
- Overseeing refurbishment schedules.
- Creating and maintaining room inventories.

### Catering

- Aiding with the Meal Booking System.
- Assisting with food Stock Taking.
- Work with the Head Chef and Domestic Bursar to produce food consumption figures.
- Maintain daily details of meal by meal covers.

### General Duties

- Producing invoices weekly/monthly.
- Updating and inputting timesheets.
- General administration duties required within the department.
- Liaising with other departments to agree menus, bookings, guest requirements.

This list is not exhaustive and will include other administration duties as and when required by the needs of the College.

## **Qualities, Experience and Qualifications**

### Essential

- A good standard of education (A-Levels or equivalent).
- A high level of initiative and practical ability.
- Good oral and written communication skills.
- Appropriate experience in an administrative role.
- A high level of personal organisation.
- A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
- Good analytical and problem-solving skills.
- The ability to work under pressure, to prioritise effectively, and to meet deadlines.
- The ability to work well in a small team.
- A positive attitude to work, and a willingness to help others.
- The ability to maintain a high standard of confidentiality and discretion.

- Good IT skills, including competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook.

Desirable

- Experience of university or academic administration.
- Knowledge of Oxford University and/or its Colleges.
- Proven interest in matters of equality, diversity, and inclusivity in an educational setting.