



St Stephen's House
O X F O R D

COLLEGE AND ADMISSIONS SECRETARY

£33,920 per annum

We are looking for an organised and capable College and Admissions Secretary to provide comprehensive administrative support across the College and serve as PA to the Principal.

This varied role encompasses student admissions (from initial enquiry through to acceptance), committee administration, office management, personnel records, website maintenance, and day-to-day college operations. You will work closely with academic and administrative colleagues to ensure the smooth running of this small, friendly institution.

Key Responsibilities

- Provide PA support to the Principal, managing diaries, correspondence and office administration
- Administer all admissions processes for ordinands and graduate students, liaising with Diocesan Directors and processing applications through University systems
- Service key College committees including preparing agendas, taking minutes and managing follow-up actions
- Maintain personnel files, training records and conduct right-to-work checks
- Manage reception, post, telephone and email enquiries
- Update and maintain the College website and social media accounts

Essential Requirements

- Proven administrative experience (ideally in University, Oxford college or educational setting)
- Experience supporting senior staff and managing committee meetings
- Excellent written and oral communication skills
- Strong organisational abilities with capacity to work calmly under pressure and prioritise effectively
- Proficiency in Microsoft Office (Word, Excel, etc.)
- Discretion in handling confidential matters
- Proactive, solution-focussed approach

If you would like to discuss the position in more detail, please contact the Bursar at bursar@ssho.ac.uk or for more information about this role, visit the College website at <https://www.ssho.ac.uk/>.

To apply for the role, please send your CV, along with a covering letter (stating how your experience to date matches that which we require in the job description and person specification) to: vacancies@ssho.ac.uk

Closing date: 12:00 noon on Friday 12th December 2025