



St Stephen's House
O X F O R D

St Stephen's House
16 Marston Street
Oxford
OX4 1JX
direct line: (01865) 599650
email: vacancies@ssho.ac.uk

COLLEGE AND ADMISSIONS SECRETARY

Further Particulars

St Stephen's House is an Anglican Theological Foundation offering formation and education for ordained and lay ministry.

Founded in 1876 to train graduates of Oxford and Cambridge for mission and ministry abroad or at home in England, today it trains priests from a wide range of backgrounds for ministry in the Church of England and other Anglican Churches, offers theological education and formation as on-going ministerial development, and provides theological resources to an increasingly diverse group of lay people in various walks of life.

The College offers the full range of undergraduate and graduate theological qualifications of the University of Oxford for ordinands, clergy and lay workers. It is also validated by the University of Durham as a Theological Education Institution, offering the Common Award for all suitably qualified applicants. It also provides a range of other non-validated courses and resources through the Edward King Centre and the Institute of Sacred Music.

For further information on St Stephen's House, please visit the College website at <https://www.ssho.ac.uk/>.

OVERVIEW OF POST

The College and Admissions Secretary is responsible for College Administration in its widest context and provides PA support to the Principal. In conjunction with the Academic Secretary, they offer vital support to both staff and students. The comparatively small size of the institution enables the role to be varied and wide-ranging.

KEY RESPONSIBILITIES & DUTIES

College Secretary and PA to the Principal

The College Secretary's Office is busy and its activities many and varied. The following are the main responsibilities of the role, with other duties undertaken throughout the academic year. Administrative staff are expected to cover for each other during vacation periods or illness.

- Provide support to the Principal, including maintaining and updating the College's electronic diary, providing secretarial support for necessary correspondence and assisting with day to day management of his office.

- Receive and welcome House visitors and guests.
- Manage outgoing mail. Receive incoming mail and distribute to staff and student pigeon-holes. Receive telephone calls and emails, and respond to enquiries. Forward mail to former staff and students.
- Take responsibility for the reprographic room and stationery stock levels, keeping it tidy and adequately stocked. Arrange for any servicing or necessary repairs to the photocopier.
- Maintain the College Office filing system.
- For the House Council, Finance and General Purposes Committee (F&GP), House Domestic Committee Meeting (all usually once a term), collate and circulate papers and agendas, take and distribute minutes.
- Administer the College Social Media accounts.
- Update and maintain various internal email lists.
- Liaise with the Conference and Housekeeping offices re. timetabling College events. Have an understanding of the accommodation software TURBO for when covering for the Conference or Accommodation office staff.
- Maintain personnel files for all employees, ensuring training requirements and training records are up to date and carrying out right to work checks for new employees.
- Maintain and edit the College Website.
- Maintain College`s accident and incident book and order first aid supplies.

Admissions Secretary

The Admissions Secretary administers all College admissions, for ordinands and graduate students, and assists the Admissions Tutor (currently the Principal).

- Receive and process ordinands' applications from the initial inquiry to confirmation and acceptance of places. Contact referees, generate correspondence and paperwork. Arrange and administer interview programmes.
- Keep abreast of current Church of England procedures for admission of students. Liaise with Diocesan Directors of Ordinands and maintain an up to date contacts register.
- Process, administer and record non-ordinand graduate admissions via the College's Edward King Centre, using eVision, the University of Oxford graduate admissions programme – training given. Prepare and distribute application paperwork to the Admissions and Senior Tutors. Prepare and send all correspondence and financial documentation to applicants. This will include recording and contributing to recommendations on number and cohort planning.
- Maintain electronic and paper application files and ensure all GDPR requirements are fulfilled.
- Liaise with the Accommodation office regarding accommodation allocation for new students.

- Maintain student mail lists and provide support for Induction including processing of University card applications.

Person Specification

Essential

- Experience of and skills in administration, ideally in a University, Oxford College or Permanent Private Hall (PPH)
- Experience of working as an assistant
- Experience of managing committee meetings, including preparing papers and agendas, taking notes and drafting minutes and follow-up paperwork
- Excellent written and oral communication skills, and experience of communicating with people at all levels within an organisation
- Excellent organisational skills and ability to work calmly under pressure and to prioritise workload and re-prioritise on a daily basis
- Competent in the use of all Microsoft packages, with the ability to produce documents in a range of formats including Word and Excel
- A preparedness to cover as appropriate for staff in the Academic Office and the Accommodation Office over holidays and other leave periods
- A willingness to work across all the levels of this role from high-level, confidential matters to routine photocopying / door answering and everything in between
- Being proactive and solution-driven in improving and developing our ways of working, where relevant
- The ability to handle sensitive and confidential matters with discretion
- Maintaining links with the Central University, with the Church of England and the dioceses, as appropriate to the role

Desirable

- Experience of working in a Theological Educational Institute (TEI)
- Familiarity with Oxford University software such as DARS, eVision and Microsoft Teams.

Conditions of Employment

The appointment is subject to the satisfactory provision of proof of the right to work in the UK, and to the College obtaining an enhanced DBS check for the successful candidate that it deems satisfactory

Hours of Work

Monday to Friday 37.5 hours per week in College. Some flexibility may be required at times of critical meetings, etc.

Salary and Holiday

The salary for the post will be £33,920 per annum. Holiday entitlement is 5 working weeks plus an additional day in lieu of each public holiday worked. It is normally expected that holiday entitlement is taken outside of term periods and that term-time bank holidays are worked.

Benefits

- **Meals** - Free lunches in the College's dining hall when working onsite (when the kitchen is open)
- **Pension** - The successful candidate will have the option of joining a contributory staff pension scheme.
- **Welfare Support** - Employee Assistance Programme; a free confidential telephone help-line and online life management service.
- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary.

Application Procedure and Deadlines

A CV and covering letter should be emailed to vacancies@ssho.ac.uk by 12:00 noon on Friday, 12 December 2025. Candidates should use their covering letters to clearly state why they are interested in the post and how their qualifications and experience make them suitable for it. Shortlisted applicants will be contacted to arrange interview dates, which are likely to take place in early January 2026. **Late or incomplete applications will not be accepted.**