Job Title: Bursar and HR Administrator

Department: The Bursary

Job Purpose:
1. Assist the Head of Domestic Operations, HR Manager and Bursar with administrative work
2. Administer the College’s HR matters under the direction of the HR Manager
3. Act as first point of contact for callers to the Bursary, and provide a welcoming and helpful response.

Specific duties:

Operational Support
- liaise with Fellows, students, the Darwin College Student Association, College and University departments, and other external organisations on a day-to-day basis on a variety of matters.
- welcome guests to the Bursary in a professional and friendly manner including organising refreshments where required
- manage the Room Booking process for all public room bookings, venues, and other events held in the College (e.g. Committees, seminars, meetings, tours, etc.) ensuring, where necessary, up-to-date insurances and approvals are in place.
- book seminars and other meetings at the request of Fellows, Members and Alumni members. Produce itineraries as needed, and liaise as required with the Catering, Maintenance, and Housekeeping departments, to ensure rooms and refreshments are set up and prepared on time
- organise meetings – prepare agendas, take notes/minutes of the meetings and circulate to members, monitor actions arising
- maintain and update the College online diary
- organise the Annual College Photograph including: book the photographer and advertise the date(s) to all College members; on receipt, check name spellings on proof; arrange for members to view and buy copies of photograph; distribute photographs.
- assist the Bursar in the administration of the College Commemoration Dinner (January), the Annual Darwin Dinner (May) and the Masters Garden Party, using a CRM database (CiviCRM) for the purpose.
- manage the printing requirements of the College: arrange for quotes, check proofs and order printing of a variety of items (eg. letter headings, menus, business cards, etc.)
- produce and update the Fellows and Staff Photo board
- act as the first point of contact for the College Health and Safety Consultant. Administer the College’s Health and Safety policies and procedures and maintain appropriate records of inspections, training, accidents, desk assessments etc.
- arrange Piano tunings and monitor the use of pianos by members
- review the College van users’ driving licenses on their appointment, and then every 6 months for Insurance purposes
- update the College website as required with official notices and information
- manage the procurement of office supplies and the maintenance of office equipment
- provide occasional administrative assistance to other departments during peak periods

HR Administration
- place advertisements for College job vacancies in appropriate media, circulate applications received to HR Manager and appropriate HoDs and send replies
- send recruitment acknowledgement and holding replies, invitations to interview, regret letters
- make interview arrangements
- prepare appointment letters, terms & conditions of employment, and formal employment contracts
- make Right to Work checks and take up references on new employees
- make induction arrangements for new employees
- assist the HR Manager with the administration of discipline and grievance procedures including arranging appointments and note taking where required
- monitor training schedules and organise training for staff when required and keep a record of all staff training completed
- maintain the Bursary and HR filing systems and archive old documents
## Works with:

- The Head of Domestic Operations, HR Manager and Bursar
- Heads of Departments
- Other College departmental staff
- The general College population

## Responsible for:

- No direct line management of staff

## Responsible to:

- The Head of Domestic Operations

### Experience:

- of working in an office, ideally in a College environment
- of managing priorities in busy office with limited supervision
- of providing good customer service to a broad range of people

### Skills:

- excellent Word, email, calendar, database and electronic filing skills
- able to compose appropriate, grammatically correct correspondence
- able to managing competing and changing priorities
- a pro-active approach to workload planning
- flexible and willing to carry out a wide range of tasks in a small team
- able to contribute to the smooth working of the team
- able to appreciate what constitutes confidential information and the need to keep matters confidential
- close attention to detail