

**OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES**

**TERMS AND CONDITIONS**

**Job Title: Academic Administrator**

**Salary**

Pro-rata salary for 28 hours per week: £23,612 (£29,515 FTE)

**Probation**

The appointment is subject to receipt of satisfactory references and to a probationary period of six months.

**Hours of work**

The hours of work are 28 hours per week, (Monday to Thursday 9 a.m to 5pm with an hour for lunch)

**Holidays**

The leave year runs from 1 October to 30 September. Staff are entitled to 28 days annual leave per year, inclusive of public holidays. Annual leave must be approved by the President and Bursar and approval is subject to service requirements and is pro rata for part time staff.

In addition OCHJS annual closure days are 5 days at Easter and 5 days at Christmas with pay. When the Jewish Holidays Rosh Hashanah and Yom Kippur fall on a week day the Centre will be closed.

**Pension**

This is a pensionable post and the Centre is a member of the University of Oxford Staff Pension Scheme for support staff. (OSPS).

<http://www.admin.ox.ac.uk/finance/epp/pensions/>

**Further Terms and Conditions** can be found in the Centre's Handbook for staff which is available on the Centre's website. [www.ochjs.ac.uk](http://www.ochjs.ac.uk)