

OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES

TERMS AND CONDITIONS

Job Title: Registrar

Salary

This is a full-time post. Salary on the university grade 6 scale 1: £29,176

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 35 hours per week, (Monday to Friday 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.

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 (USS or OSPS dependent on grade)

<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