

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

EMPLOYMENT TERMS AND CONDITIONS

Job Title: Administrator of the Oxford School of Rare Jewish Languages

Salary

This is a part-time post paid a salary of £10,000 per annum.

Probation

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

Hours of work

This is a zero hours contract requiring flexible working schedule (to be arranged with line manager, OCHJS Academic Registrar & OSRJL Coordinator) all year round. Estimated hours are 12 hours per week, 40 weeks per year.

Holidays

This post is entitled to £375.00 holiday pay. Days of the Oxford Centre for Hebrew and Jewish Studies' (OCHJS's) closure for Jewish and other holidays are published annually and the post holder is not expected to work on these days.

Pension

This is not a pensionable post.

Further Terms and Conditions may be found in the OCHJS's Oxford School of Rare Jewish Languages Administrator Employee Handbook, which will be sent to the post holder by the OCHJS Bursar, Ms Kerry Maciak.