

**OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES**

**TERMS AND CONDITIONS**

**Job Title: Journal of Jewish Studies Executive Editor**

**Salary**

This is a part-time post. Salary on the university grade 7 level 2: pro rated to 60% FTE £21,800 (£36,333 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 21 hours per week, (Days to be worked to be agreed with the President)

**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 (all holidays are pro rated for part time staff). 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. All holidays are pro rated for part time hours.

**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](http://www.ochjs.ac.uk)