

# OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES

## Terms & Conditions

### Job Title: Academic Registrar

#### Salary

This is a full-time post (maternity-leave cover), provisionarily for 7 months with the potential for extension. Salary on the University of Oxford's Grade 6, Stage 1: £31,502.

#### Probation

The appointment is subject to receipt of satisfactory references and to a probationary period of 6 months.

#### Hours of Work

The hours of work are 35 hours per week (Monday to Friday, 9am to 5pm with an hour for lunch).

#### Holidays

The annual-leave year runs from 1 October to 30 September. Staff are entitled to 28 days of 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 closes for 5 days at Easter and 5 days at Christmas with pay.

When the Jewish Holidays of Rosh Hashanah and Yom Kippur fall on week days, the OCHJS closes.

#### 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** may be found in the OCHJS's Employee Handbook, which will be sent to the post holder by the Bursar.