



Governing Body & Fellows' Secretary

£38.5 - £41.5k p.a. (Full-Time Equivalent)
Part-time 21.75/week (over 3 days)

We are excited to announce this new, permanent, part-time position as a senior administrator.

It is anticipated that the hours of work for this role will be more demanding during term-time and less so outside full academic term, therefore some flexibility of working hours will be required.

This role will be primarily based on site in College, however some hybrid working will be considered.

For full details of the role please see the Job Description and Person Specification.

To apply for the role, please email your CV (max 2 pages) along with a covering letter (max 2 pages) which states how your skills and experience relate to our advertised criteria to hr@keble.ox.ac.uk

Closing date: midnight Sunday 4th October 2026

We are an equal opportunities employer