

Person Specification - Governing Body & Fellows' Secretary

QUALIFICATIONS

Essential:

1. Educated to least A-level (or equivalent).
2. Proficient in MS Office applications including, in particular Word, Excel and Outlook.

Desirable:

Legal or secretarial qualification.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential:

1. Previous experience of working with committees (or equivalent management structures).
2. Excellent written and verbal communication skills, with a sharp eye for clarity, detail and consistency and an ability to present information, analysis and arguments clearly.
3. Strong proof-reading skills and attention to detail.
4. Ability to use initiative and work largely independently on a self-managed basis.
5. Ability to multi-task and prioritise, planning own workload to fit around the needs of the College's timetables.
6. A reliable, organised and skilled administrator, able to assimilate information quickly.
7. Practical experience of drafting agendas, minutes, briefings, presentations and other high-level correspondence.
8. Experience of running small projects, including records management systems.
9. Ability to occasionally work under pressure and to a high standard.
10. Sympathy with the values, ethos and objectives of a collegiate institution.

Desirable:

1. Experience of the Higher Education and/or Charity sector, and the collegiate system of Oxford University in particular.
2. Willingness to work outside normal office hours, if required, on occasion.

PERSONAL QUALITIES:

1. Professional: discreet, diplomatic and sensitive to the culture of the College and in relationships with all College employees - the role will be party to personal and sensitive information.
2. A "can do" attitude and approach to a wide range of tasks
3. An interest in higher education and governance
4. Resilience and the ability to cope with pressure.

Authorised by: Bursar

Date: September 2026