



MERTON
COLLEGE
OXFORD

FURTHER PARTICULARS

PERSONAL ASSISTANT

Job Title:	Personal Assistant
Location:	Merton College
Department:	Estates and Finance
Responsible to:	Land Agent and Finance Bursar
Contract Type:	Permanent
Salary:	Between £38,000 to £41,500 per annum dependent on experience
Hours:	35 hours per week

Merton College

Merton College is one of the oldest Colleges in the University of Oxford. Founded in 1264, Merton College marked its 750th anniversary in 2014. It is a self-governing institution and a registered charity in which the ultimate authority for all decisions rests with the Warden and Fellows who are its trustees and form the Governing Body. Merton has in the region of 660 Merton students, comprising of undergraduates and graduates. More information about the College is available on our website: www.merton.ox.ac.uk.

Main purpose of the role

To provide high-level administrative, organisational, and communication support to both the Land Agent and Finance Bursar, ensuring the efficient operation of estate, property, and financial matters through proactive diary management, correspondence handling, document preparation, and liaison with internal and external stakeholders.

Main Duties

- Provide comprehensive administrative and secretarial support to both the Land Agent (College Surveyor) and Finance Bursar, ensuring smooth coordination across estates and financial matters.
- Manage incoming correspondence, such as post, emails and telephone calls, progressing matters as appropriate, in particular identifying priority items of business for immediate attention, taking action where possible or drafting responses, making judgements about which need to be dealt with by the Land Agent and Finance Bursar and which can be more appropriately dealt with by other staff, and representing them in communications when necessary.

- Draft, prepare, and process a range of legal and tenancy-related documents including head of terms, residential tenancy agreements, grazing licences, commercial leases, and inventories.
- Prepare and submit simple planning applications, building regulation documents, and building schedules in collaboration with the Land Agent.
- Responsibility for managing diary and brought forwarding system, meeting schedules, including arranging meetings, booking rooms and refreshments; ensuring that necessary papers have been received, and any background research/briefings arranged.
- Act as the first point of contact for property, tenancy, and estates-related enquiries—handling routine matters and escalating complex issues appropriately.
- Prepare and maintain paper and electronic accurate records and filing systems for all estate matters including leases, title deeds, property compliance documentation, insurance records, and utility accounts.
- Assist in the organisation and documentation of College governance activities, including preparing agendas and papers and distributing papers and minutes for Finance Committees and Governing Bodies.
- Assist with maintenance of the College insurance records and deal with insurance claims and other queries.
- Coordinate statutory property compliance by managing the relationship with the College's external compliance provider to ensure timely completion of safety checks, certificates, and insurance renewals.
- Coordinate keys, locks, parking permits, fishing permits, and access control records.
- Organise and update photographic records of properties and estate assets.
- Monitor internal leave and absence forms from the Estates team and track holiday entitlements.
- Monitor and manage College property-related accounts (gas, electricity, water, council tax), liaising with providers and internal finance teams as needed.
- Support the preparation of reports, correspondence, and briefings for internal use or external stakeholders.

- Coordinate the annual Warden's Progress, organising the itinerary and logistics for the Warden and Land Agent's visits to all Merton College land holdings, including liaising with tenants, scheduling visits, preparing supporting materials, and ensuring effective communication and smooth execution of the event.
- Coordinate the annual Rent Audit Lunch, managing all logistical and administrative aspects of the event.
- Maintain confidentiality and act with discretion at all times.
- Support the wider office team with administrative and ad-hoc tasks as needed.

Experience Required

Essential

- Strong written and verbal communication skills; proven ability to prepare professional documents.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and document management systems.
- Excellent organisational and time management skills, with the ability to multitask and prioritise effectively.
- Ability to work independently and proactively with minimal supervision.
- Professional and approachable telephone manner responding with professionalism and courtesy.
- Proven experience as a Personal Assistant in a professional setting; discretion and trustworthiness in handling sensitive information.
- Experience in diary management in a busy office, liaising with a variety of senior internal and external stakeholders

Desirable

- Previous experience in an estate management, property, or finance-focused environment, including populating tenancy/legal documents, liaising on insurance matters, and maintaining property records.
- Familiarity with property or land management systems (e.g., rural estates, commercial leases); experience with electronic records and mapping tools.
- Project support or event coordination experience (e.g., committee meetings, estate events).
- Proactive problem-solver with the confidence to handle routine estates issues and liaise directly with contractors when appropriate.

Salary and Benefits

The salary for the post will be in the range of £38,000 to £41,500 per annum dependent on experience.

Weekly hours of work are 35 per week; typically 9.00am to 5.00pm, Monday to Friday with 1 hour lunch break.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance (which is assessable as a taxable benefit), 30 days holiday per year (excluding bank holidays), free car parking, cycle to work and electric car schemes and loans for the purchase of seasonal travel passes. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff. Meals in College are provided free of charge when on duty.

Application Process

Those wishing to apply for this post should complete the online Application form at www.merton.ox.ac.uk/about-merton/vacancies and e mail the following as a single PDF document (in this order) to vacancies@merton.ox.ac.uk the following in the named format '**Last Name First Name Application**':

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- a CV

Please put your **last name and 'Personal Assistant'** in the email subject line.

The closing date is **9.00 am on Friday, 30 May 2025**. Early application is encouraged.

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form at the end of the Application form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Single Equality Scheme which is published at www.merton.ox.ac.uk/about/college-policies.

The position may be discussed further with Sophie Tidy, Land Agent by email at vacancies@merton.ox.ac.uk.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer.