



JOB DESCRIPTION

Junior Dean

Department	Junior Dean – Wadham College. Job description is generic for all sites
Salary	£2,812 based on 200 hours over the duration of the contract (£14.06 per hour)
Hours	<p>Part-time: no more than 200 hours over the duration of the contract. The post holder will not formally be 'on-call' every night but is expected to provide emergency cover as an essential feature of the post during full term, from -1 Week (or start of student accommodation if earlier) to 10th Week in Michaelmas Term inclusive, from 0th to 10th week inclusive in Hilary, and 0th Week to 30 June in Trinity Term. This will involve being available from 18:00 to 06:00 during evenings/nights in the week and day and night at weekends as well as the day-time commitments outlined within the job description.</p> <p>The actual hours of work will fluctuate throughout the term and to a certain degree are unpredictable. It is essential that the post holder is willing and able to adopt a flexible approach to meet the varied levels of work and this may include occasionally working outside of term. A performance review will take place each Hilary Term.</p> <p>The Junior Dean is required to be available when the students on site have requested to have parties or other functions in their room or staircase, and also to assist with student problems identified by the Lodge staff, Residential Operations Managers, or the student(s) themselves.</p>
Contract type	Fixed term
Reporting to	Your designated supervisor is the Welfare Lead of Wadham College (or in their place, such person as may be appointed by the Governing Body to act in the capacity of the Welfare Lead)
Additional information	<p>The Junior Deans will receive a paid holiday entitlement of 23 hours for the period of the fixed term contract, which is pro rata the full-time entitlement of 30 days (219 hours) during a complete holiday year.</p> <p>Annual leave should be taken outside week 0-10 (-1 to 10 in Michaelmas Term or student accommodation start date if earlier) of the three University terms.</p> <p>This post requires a satisfactory report from the Disclosure and Barring Service.</p> <p>Accommodation is included for this position for the duration of the contract. Junior Deans appointed for the following academic year will not be required to pay for vacation residence during the summer. Subsidised accommodation will be offered from 1 July to 31 August for Junior Deans who aren't continuing in their roles. Further details on staff benefits can be found on the back page. All College rules and regulations for students pertaining to accommodation will continue to apply.</p>

	Successful applicants will already be DPhil students, who will be enrolled full-time for the duration of the appointment; if they are students at another college they will be required to migrate to Wadham.
Start date	1 September 2026, 10 months duration.
Standards	 <p>We are a certified Oxford Living Wage employer</p>  <p>INVESTOR IN PEOPLE</p>

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 300 postgraduates, around 70 Fellows and approximately 120 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan (Classics, 1983) who came to Wadham in September 2021.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

The Junior Deans support the Welfare Lead, Dean, and Residential Operational Managers by assisting in the day-to-day execution of pastoral, disciplinary and administrative duties. They reside in the College accommodation provided and provide emergency on-call cover at their site of residence, and occasional cover at Wadham's other two sites. A Junior Dean will be available on each site from 6pm during evenings/nights in the week, and day and night at weekends. Given there are two Junior Deans on the Main Site, they will be expected to agree a rota between themselves to ensure that during these periods one Junior Dean will be on call at any one time. Additionally, each Junior Dean will be expected to provide occasional cover for the other sites if required and ensure fair coverage. They also need to be available for some day-time commitments during the week such as training or meetings and to support the Welfare Lead, Dean, Lodge and Residential Operational Managers with any student emergencies that may occur during the day.

The Junior Dean will carry a mobile telephone (provided by the College) and thus will be able to leave the College provided that they are contactable and able to return quickly (normally within 20 minutes) if required. The Junior Deans are also provided with a telephone connected to the University network. They are liable for charges incurred on private national and international calls. The post-holder is expected to be prepared to respond to student emergencies when they are on call, and potentially also assist with them during normal office hours if they are present on site when such an incident occurs. It is

important that the Junior Deans liaise with the Welfare Team, Dean, Lodge team and relevant Residential Site Manager as part of their role.

The post holder is required to live at the location of their employment, and for this purpose will be provided with a college room, suitable for single accommodation, free of charge, for the duration of the employment. The only exception to this is the position based at Merifield where the Junior Dean will share a two-bedroom flat. The post holder is expected to reside in the room provided and to provide emergency cover as an essential feature of the post.

If the Dorothy Wadham Junior Dean wishes to have College accommodation after 30 June, then they will be accommodated at the Merifield site in Ferry Pool Road, Summertown, North Oxford. If required, the College will pay the cost of one taxi ride (one-way) to transfer from the Dorothy Wadham site to the Merifield site.

The pastoral role of the Junior Dean is a very important one; the Junior Dean needs to be able to communicate with and obtain the confidence of all sections of the College, in particular the students. Liaison with the SU (Students' Union) and MCR (Middle Common Room) representatives will be an important and valuable part of the role. The Junior Dean should also be as active as possible in College and in their site of residence, getting to know the undergraduates, graduates, tutors, staff, and Fellows and facilitating good information flow, approachability and general visibility.

Responsibilities and duties

1. To reside on-site, and to provide emergency on-call cover. This involves being generally available from 18:00 to 06:00 during evenings/nights in the week and day and night at weekends. You may also be required to help with student emergencies at any time, including during the day.
2. At start of each shift the Main Site Junior Dean will check in with the Lodge. It is important therefore that they come on duty in time to discuss any incidents with the day-time lodge staff.
3. The Junior Dean will carry a mobile telephone and thus be able to leave their College site provided that they are able to return quickly (normally within 20 minutes) if required. The Junior Dean will be provided with a mobile telephone.
4. The Main Site Junior Deans to agree a rota, and all Junior Deans provide cover at their site of residence, and occasional cover at the other sites. The rota will be agreed between the Main Site Junior Deans and periods of being on call should not exceed 2 weeks. Any period beyond that needs prior authorisation by the Welfare Lead. The rota needs sharing with relevant staff before the start of each term.
5. By prior arrangement with the relevant Residential Operational Managers, DWB and Merifield Junior Deans may organise two weekends per term when they are not on duty, provided suitable cover can be arranged. They may similarly arrange occasional evenings off duty by prior agreement.
6. To liaise with other Junior Deans, the College's Peer Supporters, College Welfare Advisor, Welfare Lead, College Nurse, and Chaplain in their welfare role.
7. To work with the Lodge Team and Residential Operational Managers to deal with any problems or disruptive behaviour within College outside normal working hours; to ensure that parties and other events end at the appointed time and in good order.
8. To deal with incidents outside normal working hours and ensure that the appropriate services are called.
9. To help organise dissemination of information regarding welfare, discipline and community life to members of the College, in conjunction with the Welfare Lead and Dean.
10. To respond to any examination-related emergencies that may arise outside office hours and liaise with the relevant Officers in College and University.

11. To be available to students as part of the team of welfare supporters, and to hold follow-up meetings with students on decanal matters where required.
12. To act as one of the College's qualified first aid team and attend first aid meetings. The College will require and pay for the appointees (unless already recently qualified in first aid) to go on a first aid course soon after the appointment.
13. To attend an induction as well as Fire Marshal, Information Security, and week-long Junior Dean training along with any other training or meetings the College deems necessary for the role.
14. To play a principal role in working with the students and the Domestic Bursar (who is the College Officer responsible for Health and Safety matters) during the planning, setting-up, taking-down and the actual running of the College Ball and other events and to attend such meetings of the Ball Committee, and other event meetings, as may be appropriate.
15. To be included on the Junior Dean event rota to assist at large events such as Matriculation, Bop Nights, Queer Fest, Wadstock and less regularly the College Ball. This is not a definitive list and there may be other occasions.
16. Beside these duties the Junior Dean must be ready to help with crises. The pastoral role of the Junior Dean is a very important one; the Junior Dean needs to be able to communicate with and obtain the confidence of all sections of the College, in particular the students. Liaison with the SU and MCR welfare representatives as well as the Lodge Team and Residential Operational Managers will be an important and valuable part of the role.
17. To attend bi-weekly welfare lunches, Freshers events, Deans' meetings, relevant College committees, Round Tables, and any meetings set up in connection with welfare matters, or in connection with a Ball or other major events.
18. When a Junior Dean responds to an incident they should inform the Lodge team as appropriate. For all incidents they should complete an Incident Report at the earliest convenience and alert the Welfare Team or Dean to it to ensure appropriate information-sharing and co-ordinated follow-up. In serious emergencies, the Lodge has access to emergency procedures, including informing the welfare team and/or college officers outside of office hours.
19. The Junior Dean should also be as active as possible in College, getting to know the undergraduates, graduates, tutors, staff and Fellows and facilitating good information flows, approachability and general visibility by organising and attending events. A successful Junior Dean acts as a tactful liaison officer between students and Senior Members and College Staff, especially the Lodge team.
20. At the end of each term, assist with student arrivals and departures and ensure that college rooms are vacated on time, ready to be cleaned by Housekeeping. You may be asked to assist the Junior Deans at other College sites.
21. To act as fire marshal and support the Lodge team or accommodation manager with planned evacuation drills and any non-planned alarms and/or evacuations.
22. Maintain strict confidentiality and discretion at all times.
23. Other duties may from time to time be assigned.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

- Already enrolled on a full-time DPhil course at the University of Oxford for the entirety of the appointment.
- Excellent communication and interpersonal skills - able to form positive relationships and have ease of contact with a variety of people

- Ability to act on own initiative and unguided, with a practical and calm approach to problem solving.
- Appreciation of the welfare and disciplinary issues relevant within a student community
- Confidentiality, tact and diplomacy
- Committed and enthusiastic attitude towards duties
- Willingness and ability to work unsociable hours including evenings and weekends, and take a flexible approach to duties.
- Reliable and willingness to take a flexible approach to duties
- Availability for some meetings and other commitments on weekdays

Desirable

- Relevant experience of voluntary or welfare work
- Experience of dealing with emergencies e.g. accidents, thefts, fire evacuations etc.
- Understanding of the Oxford Collegiate system
- Valid First Aid at Work certificate or be willing to train to achieve this.
- Complementing the existing skills and strengths in the decanal team.
- Likely to be available should renewal of contract be offered.

APPLICATION PROCESS

Applications, consisting of a covering letter, with the reasons for applying to be a Junior Dean, and full curriculum vitae should reach the HR Department by email (vacancies@wadham.ox.ac.uk) no later than 12 noon on **Tuesday 7 April 2026**.

Interviews will take place week commencing 27 April 2026.

Applicants should also ask two referees (one of whom should be their supervisor) to send a reference to the same address **in advance of this deadline**.

Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Applicants should ensure that they outline the reasons for their interest in the cover letter and the qualities they feel would make them particularly suitable for this position.

Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](#) This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

<p>Training and Development Opportunities</p>	<p>Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0</p>												
<p>Free Staff Meals</p>	<p>Junior Deans are eligible for a range of free meals including provision for some dining at High Table. The specific entitlements including distinctions between term and out of term are as set out below. Any meal entitlements are only provided when the kitchen is open and are only available at the main College site (on Parks Road).</p> <table border="1" data-bbox="464 600 1481 1420"> <thead> <tr> <th data-bbox="464 600 632 748">Meal</th> <th data-bbox="632 600 1145 748">2025/26 – Term Time (weeks 1-8)</th> <th data-bbox="1145 600 1481 748">2025/26 – Vacations (Christmas, Easter and Summer until end of contract)</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 748 632 860">Breakfast</td> <td data-bbox="632 748 1145 860">Free of charge in the Refectory</td> <td data-bbox="1145 748 1481 860">Free of charge in the Refectory if the kitchen is open</td> </tr> <tr> <td data-bbox="464 860 632 1010">Lunch</td> <td data-bbox="632 860 1145 1010">Free of charge in the Refectory (including up to 3 SCR lunches a week or up to 2 SCR lunches and 1 High Table a week)</td> <td data-bbox="1145 860 1481 1010">Free of charge in the Refectory or Old Library if the kitchen is open</td> </tr> <tr> <td data-bbox="464 1010 632 1420">Dinner</td> <td data-bbox="632 1010 1145 1420">Free of charge in the Refectory or Hall Up to 1 High Table a week if no more than 2 SCR lunches taken in the same week – no guest, subject to availability (currently, there are 16 places at High Table a week for a cohort of about 22 eligible graduates, including Junior Deans)</td> <td data-bbox="1145 1010 1481 1420">Free of charge in the Refectory if the kitchen is open</td> </tr> </tbody> </table> <p>Smoothies, chocolate bars and drinks (including alcohol) are not included and will need to be paid for.</p> <p>These meals are recorded on your EPOS card and there is a reasonable allowance when selecting from the self-service counters. Free meals continue during both term time and vacation, except that when no meal is provided in the SCR, Hall or New Refectory then special meals (or the financial equivalent) will not be provided for the Junior Deans alone. Please be aware that there is no cash equivalent or allowances for meals missed or when the kitchen is closed.</p>	Meal	2025/26 – Term Time (weeks 1-8)	2025/26 – Vacations (Christmas, Easter and Summer until end of contract)	Breakfast	Free of charge in the Refectory	Free of charge in the Refectory if the kitchen is open	Lunch	Free of charge in the Refectory (including up to 3 SCR lunches a week or up to 2 SCR lunches and 1 High Table a week)	Free of charge in the Refectory or Old Library if the kitchen is open	Dinner	Free of charge in the Refectory or Hall Up to 1 High Table a week if no more than 2 SCR lunches taken in the same week – no guest, subject to availability (currently, there are 16 places at High Table a week for a cohort of about 22 eligible graduates, including Junior Deans)	Free of charge in the Refectory if the kitchen is open
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<p>Employee Assistance Programme (EAP)</p>	<p>An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing.</p> <p>A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.</p>												

Pension	<p>The University offers generous occupational pension schemes for eligible staff members.</p> <p>Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps</p> <p>Current pension contributions are:</p> <ul style="list-style-type: none"> • 19% Employer (Wadham): • 4%,6% or 8% Employee: <p>General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions</p>
Travel	<p>The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.</p>
Access to Wadham Gardens and Leisure Facilities	<p>Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.</p>