

# OXFORD CENTRE FOR HEBREW AND JEWISH STUDIES

## TERMS AND CONDITIONS

### **Job Title: Communications Officer**

#### **Salary**

This is a permanent, part-time post of 14 hours per week. Salary on the University Grade 6 Scale 1: £13,993 (£34,982 FTE).

#### **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 14 hours per week (working pattern to be agreed with manager).

#### **Holidays**

The leave year runs from 1 October to 30 September. Staff are entitled to 28 days annual leave (pro-rated for part-time hours) 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 annual closure days are 5 days at Easter and 5 days at Christmas with pay. When the Jewish Holidays of Rosh Hashanah and Yom Kippur fall on a week day, OCHJS will be closed.

#### **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** can be found in OCHJS's Handbook for staff which will be given given to the successful applicant for review.