### Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Schools Liaison and Admissions Co-ordinator</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
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<tr>
<td>Department</td>
<td>Mathematical Institute</td>
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<tr>
<td>Location</td>
<td>Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: £39,992 - £47,722 pa (with a discretionary range from £49,149 - £52,132 pa)</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Director of Undergraduate Studies</td>
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<tr>
<td>Vacancy reference</td>
<td>134433</td>
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<tr>
<td>Additional information</td>
<td>This position is subject to a 9 month probationary period.</td>
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</tbody>
</table>

### The Role

**Overview of the Schools Liaison role**

The Mathematical Institute and Department of Statistics in Oxford University are internationally renowned departments who work closely together in a number of endeavours, foremost in the joint undergraduate degree Mathematics & Statistics. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The four undergraduate programmes involving Mathematics (Mathematics and also joint degrees with Statistics, Philosophy and Computer Science) are both academically demanding and highly competitive courses. The two Departments are committed to both academic excellence and the opportunity to study for all enthusiastic and gifted prospective undergraduates. To those ends, the Departments are seeking to appoint a full-time Schools Liaison and Admissions Coordinator (80% funded by Mathematics, 20% by Statistics).
It is expected that the appointee will work closely with the Statistics Schools Liaison Officer, the Whitehead Lecturer, similar appointments in MPLS Division and the colleges, and seek to maintain and evolve the department’s current programme of outreach.

This is a full-time permanent position and is available from 1st June 2018 (or as soon as possible thereafter).

**Overview of the Admissions Coordinator role**

Admission to the undergraduate courses is formally the responsibility of the colleges, exercised in the case of the mathematical sciences degrees by a single admissions group. The Schools Liaison and Admissions Co-ordinator provides support for this group and the admissions process as a whole, including having overall responsibility for the setting and running of the Mathematics Admissions Test (MAT). The MAT is now also used by Imperial College and Warwick University, and in 2017 around 4000 students took the MAT, with around 1800 being Oxford applicants. The Admissions Co-ordinator also chairs a small, termly Admissions Committee with departmental representatives from Mathematics, Computer Science and Statistics and college tutors. The Schools Liaison and Admissions Coordinator plays a vital role in the Department’s continuing work to encourage as wide a range of applicants as possible and to build relationships with schools that do not normally send students to Oxford.

The Department is seeking to maintain its diverse activities in this area, in coordination with the Statistics Department and others, and also to make the very most of access opportunities in its large and modern building. The appointee will also be responsible for maintaining the Department’s web presence and developing online resources. This post is co-funded by the Mathematics and Statistics Departments. The Admissions Coordinator will be expected to report termly to the Department’s Teaching Committee on admissions and access-related activities and, generally, to represent both departments in the execution of their duties.

**Responsibilities**

**Admissions**

- Facilitating centralized aspects of the running of the admissions process for the Mathematics and Statistics Departments. This largely takes place from October-December annually and involves, with support from the Academic Administration Team, ensuring admissions data is collected and disseminated and that the Admissions Group are aware of deadlines.

- Preparation of the Department's entry in the University's Undergraduate prospectus and updating the departmental prospectus.

- Coordinating the setting of the annual admissions test (MAT) with the aid of the Admissions Committee.

- Organizing the marking of the MAT by graduate markers, and disseminating the marks to other universities.

- Running the final Admissions Group meeting following the annual admissions round.

- Chairing the Mathematical Sciences Admissions Committee.
• Statistical analysis (with expert support as necessary) of trends within the admissions data.
• Being aware of national curriculum changes in mathematics and impacts on students and teachers.
• Attendance at meetings of the termly Divisional Undergraduate Studies Access and Advisory Panel.
• Attendance at the termly joint Admissions Coordinators meeting with college Admissions Tutors.

Access and Schools Liaison

• Promoting the study of mathematics and statistics at secondary school level and encouraging able students from all backgrounds to continue their studies in mathematics and connected subjects to higher education.
• Encouraging and enabling students to study mathematical sciences at Oxford, particularly those from under-represented groups or from schools that do not normally send students to Oxford.
• Organising the academic timetable for the five annual Open days with support from the Academic Administration team.
• Coordinating, and helping to deliver, the six Royal Institute Masterclasses each Spring for years 9, 10 and 11.
• Organizing and helping deliver the academic programme for the three UNIQ Mathematics Summer Schools.
• Delivering popular lectures and masterclasses to secondary school students and their teachers, including at the regional Oxbridge conferences and other similar events organized by the Admissions Office or Division (e.g. current events include Further Mathematics What Next? and It All Adds Up).
• Attending subject fairs, visiting schools and providing information to promote applications for mathematical sciences at Oxford.
• Coordinating with Schools Liaison Officers in other departments within the MPLS Division, colleges and in other universities with strong mathematical science departments.
• Fostering good relations with mathematics teachers monitoring closely changes in the mathematics teaching at secondary school level.
• Producing publicity materials and responding to queries from potential applicants and teachers (with support from the Academic Administration team).

Additional duties

• Assisting with responses to Division and the Admissions Office for requests in respect of admissions and access data.
• Contributing to departmental and possibly divisional working groups and committees relating to admissions and access work.
There may also be the opportunity to be involved in other activities such as:

- Teaching courses for first year undergraduates within the department.
- Some (limited) teaching within a college. (As such this would be a separate appointment.)

Selection Criteria

**Essential Criteria**

- A good knowledge of mathematics to first degree level.
- Familiarity with the nature of Mathematics as a university subject.
- A knowledge, and appreciation, of the various syllabuses at universities with strong mathematical science departments in order to discuss the content with school teachers and advise potential applicants.
- The ability to engender enthusiasm for mathematics.
- The ability to deliver stimulating accessible lectures about aspects of university mathematics to secondary school level audiences and to deliver masterclasses to school-teachers and gifted students.
- The ability to think strategically.
- The ability to be proactive, highly motivated and able to exercise initiative appropriately.
- The ability to communicate effectively and confidently, both orally and in writing.
- The ability to work to tight deadlines (especially during the admissions period) and the ability to handle data on individuals with appropriate discretion and confidentiality.
- The ability to contribute to the development and continuous improvement of an excellent website suited to the needs of schools and their students (the necessary technical support will be available).
- The ability to be imaginative and innovative in the use of technology to engage school students.
- Experience of database management.
- Good time-management skills.
- Ability to work flexible hours, including some weekends, and undertake some travel.

**Desirable Criteria**

- The ability to teach university mathematics at first year level.
- The ability to provide effective mathematics teaching at “bridging level” for students when they first arrive in Oxford.
• Teaching experience at secondary or tertiary level.
• Doctorate in a mathematical science.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

The Mathematical Institute

The Mathematical Institute, as Oxford’s Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news/awards-and-prizes.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University’s Radcliffe Observatory Quarter in September 2013. As well as providing offices 134433 Further Particulars final
for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small facility for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.

Teaching is central to the life of the Mathematical Institute and we have an annual intake of approximately 300 undergraduates, some on courses jointly with other departments. We admit 100 students each year across five taught master’s degree courses and have over 230 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme. Our provision expanded in 2014 following the award of two EPSRC-funded Centres for Doctoral Training.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women’s careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee\(^1\) contributes to many aspects of our work, see www.maths.ox.ac.uk/members/good-practice.

As part of the department’s commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

**MPLS Division**

The university’s Division of Mathematical Physical and Life Sciences contains departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences. Between them, they undertake a huge range of fundamental research and develop application that respond to the great societal and technological challenges of our time. Research across the Division is increasingly interdisciplinary in nature.

MPLS’s scientists collaborate closely with colleagues in other Divisions across Oxford, with other universities, research organisations and industrial partners across the globe.

Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng). The Division is equally proud of its tradition of attracting and nurturing the very best early career researchers, many of whom regularly secure prestigious fellowships.

The Division holds six Athena Swan Awards (four silver and two bronze) illustrating its commitment to encouraging women in science research and careers.

For more information visit http://www.mpls.ox.ac.uk/about/about-mpls-division

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\(^1\) The Mathematical Institute was a founding supporter of the London Mathematical Society’s Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme) and have recently been awarded an Athena SWAN silver award.
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at: https://www.ox.ac.uk/about/jobs/professionalandmanagement/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will also be required to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please also provide details of two referees, one should include the applicant’s current or most recent employer, whenever possible and indicate whether we can contact them now.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename quoting reference number 134433.

All applications must be received by 12:00 noon UK time on Friday 11th May 2018.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University’s International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk](http://www.internationalstaffwelcome.admin.ox.ac.uk/).

The University of Oxford Newcomers’ Club

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk/).

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc)) and staff are eligible to register for emergency back-up childcare and adultcare services, a ‘speak to an expert’ phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).