Student Administrative Officer

<table>
<thead>
<tr>
<th>Location:</th>
<th>Ridley Hall, Cambridge</th>
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<tr>
<td>Reporting to:</td>
<td>The Academic Dean, whilst working closely with the Tutor for Ordinand Admissions</td>
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<td>Hours:</td>
<td>21 hours per week (60% post)</td>
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<td>Remuneration:</td>
<td>£16,729 per annum (£27,882 per annum FTE)</td>
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<tr>
<td>Annual leave:</td>
<td>18 days plus bank holidays (30 days plus BH FTE)</td>
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<td>Term:</td>
<td>Permanent</td>
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The student administrative services office provides administrative support for each step of the student journey; from initial enquiry to graduation. As part of the team, the role holder is expected to work collaboratively and flexibly to ensure that all tasks are completed. While a role may have specific responsibilities, all members of the team will at times be expected to cover for one another and contribute to all areas of work to ensure that proper administrative support is given to the academic and formational life of the college. The team work together through the use of a common IT system so that all members of the team share access to all documentation. **Full training will be provided to ensure the role holder is equipped to fulfil their allocated tasks.** During the annual admissions cycle there may be periods where some additional hours are required of the post holder – these will be agreed with your line manager.

**Within the Student Administrative Services office, this role holds specific responsibility to administer:**

- The admissions process for ordinand applications
- Take the lead on DDO engagement, including organising and running the annual DDO open day and DDO’s ad-hoc visits to college
- Oversee the induction of new ordinand students and provide assistance to married ordinands seeking accommodation in Cambridge
- Keep the college intranet information up to date and organise access for new ordinands
- Manage the provision of annual Interim Bishop’s Reports for mid-year ordinands
- Act as Secretary of the Admissions Hub
- Record keeping – ordinand student files
- Other duties described below are shared amongst the wider team, you will be required to liaise with your fellow team members to ensure all duties are undertaken

**The main Duties and Responsibilities for the Student Administrative Services office, to be undertaken with colleagues are as follows:**

- Collaboratively organise and run college open/interview days across various streams (including DDO Open Day, Student Taster Day)
• Administration of full admissions process for all pathways including but not limited to initial enquiry, course application, interview, offer letter, and enrolment through to first day on course (specific roles hold specific areas of responsibility)
• Work with the Admissions Tutor for Ordinands and Directors of Study for Independent and Lay students on all admissions-related matters
• Administration for induction of students onto their pathways (ordinand and non-ordinand) including sending out and managing pre-arrival information and forms
• Student course administration during their time at Ridley Hall for all pathways (including responding to student enquiries, traffic light system, end of year meetings etc)
• Ensure college intranet information for students is current, and ensure incoming students gain access ahead of beginning on their course
• Administration, organisation and practical management of block week teaching
• DDO engagement: organise DDO visits to college
• Oversee timeline and management of annual ordinand Bishops’ Reports ensuring the college adhere to external templates and deadlines
• Administration for all attachments and placements (including processing expenses)
• Processing routine academic and formation enquiries as required
• Managing student-related databases
• Support for academic team as necessary, including attendance at regular meetings
• Academic support for all student pathways as appropriate
• Academic administration for new pathways or special projects with support from the relevant teams
• Support administration of special events in collaboration with the Project & Events Officer (i.e. Moule Day, Incumbents Days etc)
• Responsibility for record keeping – student files
• Secretary (shared-role) to the Education & Formation Trustee Sub-Committee
• Create and disseminate termly college calendar (3 per year)
• Student IT administration
• Membership of formation, admissions and recruitment hubs – one member of the team will sit on each hub and act as secretary in liaison with hub chair
• Administrative support for the Durham (Common Award) and Cambridge University Working Groups as required
• Liaise with Cambridge Theological Federation offices as required to carry out office duties
• Any other appropriate duties commensurate with the needs of the office, as required by the college and in agreement with your line manager, and any additional duties as may from time to time be required to contribute to the life of the College
• The duties and responsibilities outlined above may be altered as the evolving needs of the College require in ways that do not substantially alter the nature of the post.

Post-related experience & skills

Essential
• Educated to A-level standard
• At least 3 years’ administrative experience ideally in an area similar to student
administration and/or admissions

- Excellent verbal and written communication skills
- Ability to work under pressure and prioritise important tasks
- Ability to work well both individually and as part of a collaborative team
- Experience of working with Microsoft Outlook (including calendars), Microsoft Office (Word, Excel, PowerPoint), and a variety of databases
- Respect for, and ability to work comfortably within, the vision, mission and values of the Hall

Desirable

- Experience of admissions in a school or university college setting
- Experience and knowledge of the charity sector or the educational world, especially of Cambridge University, or experience of working in a Theological Education Institution, or experience of working in the Church of England

Interpersonal skills & aptitudes

- A proactive approach to working and a desire for excellence in all areas of work
- Excellent interpersonal skills, and the ability to relate to colleagues and potential students from a wide range of backgrounds with confidence.
- Ability to present a welcoming face on behalf of the Hall.
- A high level of attention to detail.

Personal Attributes

- Ability to work fruitfully with others to achieve stated objectives.
- Friendly, approachable and calm under pressure.
- Inspires confidence within and outside the organisation.

Ridley Hall

Ridley Hall is an Anglican theological college in the centre of Cambridge preparing men and women for leadership positions in the Church of England and other denominations. The vision of the College is to become a beacon of Christian learning and formation. We are guided by five core values: Excellence; Community; Graciousness; Innovation; Sustainability. We have approximately 110 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 50 staff and students, with the remainder on site during weekday working hours.

Further information about the College is available from its website: https://www.ridley.cam.ac.uk

Further details of Employment

The Student Administrative Officer will be part of a team of three officers working on site at Ridley Hall, Ridley Hall Road, Cambridge, CB3 9HG.
Free parking is available on site for staff members.

During term-time lunch will be provided free of charge on days worked in the college dining room.

**Application details**

Please send a current CV along with a covering letter of no more than two sides of A4 explaining, i) how your gifts and experience lend themselves to the main duties and responsibilities of the role and, ii) setting out your reasons for applying for the position.

Please provide the names, email addresses and phone numbers of two people from whom a reference can be obtained, one of whom should be someone for whom you have recently worked. If you are shortlisted for interview their permission should be sought by you in advance of the interview day.

CVs, covering letters and details of referees along with a completed equal opportunities form should be emailed to the Principal’s Executive Assistant at: pa@ridley.cam.ac.uk

Closing date for applications: 12noon Monday 15th July 2024

Interviews will be held on: Tuesday 23rd July 2024

**Start date for the post ideally in September 2024 or as soon as possible thereafter**