



RIDLEY HALL

C A M B R I D G E

WISDOM. THEOLOGY. MISSION.
GOD'S CHURCH RENEWED | GOD'S WORLD TRANSFORMED

Student Administrative Officer (Academic & Formation)

Job Title: Student Administrative Officer (Academic & Formation)

Location: Ridley Hall, Cambridge

Reporting to: Student Administrative Services Line Manager

Key relationships: Academic Dean, Director of Studies for Lay Ministry, Principal, Vice-Principal, Student Administrative Team, Tutor for Ordinand Admissions, Director of Studies for Independent Students

Hours: Full-time (35 hours per week). It is expected that the role holder will be present in the office during core business hours as agreed with the line manager on appointment.

Term: Permanent

Salary: £28,858 per annum

Role summary

The Student Administrative Services office provides all administrative support to students across our training pathways including both lay and ordination tracks. The role holder will work collaboratively and flexibly within the team to ensure that administrative support is given to the academic and formation life of the college - the office provides administrative support for each step of the student journey; from initial enquiry to graduation. The Student Administrative Services office consists of three administrators; two part-time and one full-time. Each administrator holds responsibility for specific tasks within the office; this role has a focus on ordinands and formation – although every member of the office will work collaboratively to ensure that all tasks are completed.

Main Responsibilities

Within the Student Administrative Services (SAS) office this role takes the lead on:

- Full admissions process for ordinand and non-ordinand applications (in concert with colleagues)
- Provide administrative support to the College Directors of Studies in relation to academic work
- Induction of new students as required
- Preparation and dissemination of student handbooks in collaboration with academic staff
- Annual Final Bishop's Reports and First of Three Year Reports
- College intranet information and access in collaboration with Communications Lead
- Secretary to the Ordinand Formation Hub
- Administration for attachments and placements
- Student IT administration (internal email lists and sharing student contact information)
- Produce and share the termly college calendar
- Secretary to the Education & Formation Trustee Sub-Committee (3 meetings per year)
- This role holds responsibility to ensure that the Student Administrative Services Office staff team appropriately cover all tasks allocated to them
- 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

In addition to the main duties and responsibilities above, the Student Administrative Services team are collectively responsible for the following:

- Collaboratively organise and run college open/interview days across various streams
- Administration of full admissions process for all training 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
- Ensure college intranet information for students is current (in collaboration with appropriate staff), 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
- Processing routine academic and formation enquiries as required
- Managing student-related databases
- Room booking (teaching rooms)
- 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
- Administration of safeguarding paperwork in relation to students – DBS checks (in collaboration with the College safeguarding Officers)
- Support administration of special events in collaboration with the Project & Events Officer (i.e. Ridley Theological Conference, Training Incumbents Days etc)
- Responsibility for record keeping – student files
- Create and disseminate termly college calendar (3 per year)
- Student IT administration (internal email lists and sharing student contact information)
- 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
- Monitor and administer a number of email inboxes related to the SAS office
- 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.

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 see God's Church Renewed & God's World Transformed through the education and formation of missional disciples that serve the Kingdom of God in our cultural moment. We are guided by five core values: Graciousness; Faithfulness; Hopefulness; Creativity; Responsibility. We have approximately 150 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 50 people with the remainder of staff & students on site during weekday working hours.

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

Person specification - skills and experience

Post-related experience & skills

Essential

- Educated to A-level standard
- At least 3 years' administrative experience
- Excellent verbal and written communication skills
- Ability to work under pressure and prioritise important tasks
- Ability to take individual responsibility and work as part of a collaborative team
- Experience of working with Microsoft Outlook (including calendars), Microsoft Office (Word, Excel, PowerPoint), and a variety of databases
- Ability to work pro-actively with others to achieve stated objectives and create workable solutions to complex administrative issues
- Respect for, and ability to work comfortably within, the vision, mission and values of the Hall

Desirable

- Experience of admissions or administration 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
- Ability to present a welcoming face on behalf of the Hall
- A high level of attention to detail

Personal Attributes

- Friendly, flexible, approachable and calm under pressure.
- Discretion when dealing with confidential and personal matters relating to students
- Highly organised
- Able to work well in collaboration with others

Details of Employment

- The Student Administrative Officer (Academic & Formation) will be based at Ridley Hall, Cambridge CB3 9HG. This position requires on site presence
- Salary will be £28,858 per annum
- Lunch will be provided free of charge, on days worked, in the College dining room during ordinand term-time
- On-site parking is available – the college operates a permit-holder car park system
- Leave entitlement is 30 days plus bank holidays
- The college operates a 10% non-contributory pension scheme for all non-clergy staff
- The role holder is required to be in sympathy with the Christian faith and comfortable working in an environment in which students are being prepared for leadership in churches across the Church of England
- The anticipated start date is March 2026 or as soon as possible thereafter

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 your current or most recent employer. References will be taken up after interview for the successful candidate.

CVs, covering letters and details of referees along with a completed equal opportunities form should be emailed to: pa@ridley.cam.ac.uk.

The successful candidate will be required to undergo a basic DBS check as part of the appointment process.

Closing date for applications: 12noon, Friday 20th February 2026

Interviews will be held on: Friday 27th February 2026