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| Job title | ACADEMIC ADMINISTRATOR |
| Grade | Grade 6 | Salary | £28-32k |
| Hours | Full time 35 hrs | Location | Cuddesdon |
| Department | Bursar |
| Reporting to | Bursar as line manager, but with responsibility to the Deputy Bursar and Academic Dean |
| Responsible for | n/a |

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| **Summary, purpose and objectives of the role** |
| As a member of the Bursarial team to support the work of the Bursar and Deputy Bursar across all aspects of Cuddesdon’s activities, helping to enable the smooth, friendly and efficient operation of a small but complex organisation in which the contribution of each team member is valued and appreciated. The Academic Administrator is responsible for the administration of all academic matters relating to students training for ministry enrolled with Durham University, together with other academic administration relating to courses and teaching staff. This includes all administration for students training both residentially and non-residentially at Ripon College Cudddesdon on the Cuddesdon site, and liaison with the two part-time administrators at remote pathways in Portsmouth and Gloucester, and the academic administrator at Church Mission Society, Oxford. |
| **Main duties and responsibilities** |
| * All administration associated with maintaining student records, registration of students and their modules with the appropriate university, and essay submissions, deadlines and marking.
* Liaison with two part-time administrators based in Portsmouth and Gloucester, and liaison with the academic administrator at Church Mission Society.
* Have overall administrative responsibility for the Moodle site with nominated colleagues, and have primary responsibility for registering and maintaining student user accounts, and for administrative areas of the site, including online marking and reporting, and general information (training will be provided).
* Liaison with the Common Awards team at Durham University, supplying all the information they require, answering queries and ensuring compliance with their regulations, deadlines, etc.
* Administrative support for teaching staff in relation to the curriculum and the provision of timely and accurate information on academic matters to other departments.
* Preparing reports for the Exam Board meetings, attending committees and training, and undertaking other duties as requested by your line manager.
* Minute taking at academic management committees and examination boards
* Administration for Themed Studies Weeks held twice each year.
* Administration for full time pathway students' community, church and summer placements.
* Cover in the absence of the full-time College Administrator which will involve general reception duties.
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| **Person Specification** |
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| **Qualities** | **Essential**[Qualities that are essential to perform the job] | **Desirable**[Qualities that would allow for the job to be performed at the optimum level] |
| **Qualifications** [eg level of qualification in a particular academic subject or specific job-related qualifications or accreditations] | Educated to A level or equivalent | Educated to degree level or equivalent. |
| **Knowledge and experience****[eg** experience in a particular type of work, in a particular role or setting, software etc] | Academic administration for a College, University or Higher Education establishment | Previous experience of Moodle/elearning platform, and Durham University Common Awards |
| **General skills & aptitudes**[eg level of reasoning and analytical ability, literacy and numeracy] | High level of IT literacy, proactive approach to improving and developing systems, understanding of the importance of confidentiality, good interpersonal skills for dealing with tutors and students | Project management |
| **Job-specific skills & aptitudes** [eg presentation skills, keyboard skills] | Highly proficient with Excel and databases |  |
| **Personal attributes**[eg determination, dependability, personality, leadership, co-operation, flexibility, stress tolerance] | Systematic and organised, attention to detail, ability to plan and prioritise own work, able to respond effectively to the pressure of competing demands, able to assert authority when required | Ability to drive and use of own car |
| **Circumstances**[eg special conditions applicable to the job, need to travel, work away from home, work on public holidays or evenings/weekends] | Must be in sympathy with the Christian ethos of the College, its aims and aspirations |  |

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| Summary Terms & Conditions |
| **Hours**: The role is offered full-time at 35 hours/5 days per week **Location**: Ripon College Cuddesdon, Cuddesdon, Oxford OX44 9EX**Salary**: Grade 6 of the University of Oxford payscale**Contract:** This is a permanent position subject to satisfactory completion of a six month probation period. **Holiday:** The holiday entitlement is 6 weeks plus 8 bank holidays. Annual leave will not normally be granted during term time. **Pension**: You will be entitled to membership of a Church of England Pension scheme to which the College contributes 6.5% of basic pay and the employee is required to contribute a minimum of 1.5%.**College Meals:** You will be entitled to join students and staff for free lunches in the College dining room during term time when the kitchens are open. |