23 April 2019

Dear Applicant

**Academic Administrator**

Thank you for your interest in this post at Ripon College Cuddesdon.

Ripon College Cuddesdon is a leading Anglican theological college in the UK, training around 120 men and women for ordination in the Anglican Church through a range of residential and non-residential courses. Established in 1854 with a long history of past students holding the highest offices in the Church of England, the College has constantly been at the forefront of theological education. It remains today a contemporary, confident and thriving place of learning, as well as being a vibrant and stimulating community in which to live and work.

We wish to appoint a full Academic Administrator to be responsible for all the administration of all academic matters relating to students enrolled with Durham University, together with other academic administration relating to courses and teaching staff.

Please find attached the:

* Job description and person specification
* Application form
* Equal opportunities policy and form – please complete and return the form with your application

If you would like to be considered for the position please complete the application form, within which you should set out your reasons for applying for the role and demonstrating how your aptitudes, enthusiasms, experience and qualifications match with the Job Description and Person Specification. Your completed application form should be sent to: Bursar, Michael Hunt, Ripon College Cuddesdon, Oxford OX44 9EX to arrive not later than ***Friday 31st May 2019***.

Interviews will be held at Cuddesdon on Thursday, 6th June 2019.

Yours sincerely,

Bishop Humphrey Southern

Principal

Ripon College Cuddesdon