



CHELMSFORD PATHWAY ADMINISTRATOR

Application Pack

March 2026

Introduction

Thank you for your interest in the position of Chelmsford Pathway Administrator at Cuddesdon. This role provides local administrative and logistical support for the Chelmsford Pathway, helping to ensure the smooth running of teaching sessions and pathway activities.

The postholder will act as a welcoming and accessible point of contact for students, tutors and visitors in Chelmsford, while working closely with colleagues at Cuddesdon to support the effective coordination of the programme.

A Profile of Ripon College Cuddesdon

Ripon College Cuddesdon is one of the Church of England's principal institutions for ministerial formation. Founded in 1854, the College provides theological education and formation for ordinands and other students across a range of pathways, including residential and non-residential provision, contextual and lay pathways, and a growing network of satellite centres.

The College is entering a period of continued growth and complexity, with expanding pathways and partnerships requiring resilient, well-structured administrative support across academic, student-facing and senior leadership functions.

For further information, please visit: www.rcc.ac.uk

The Role

To provide local administrative and logistical support for the Chelmsford Pathway, ensuring the smooth running of teaching evenings and acting as a welcoming and accessible point of contact for students, tutors and visitors.

The role will support the day-to-day practical organisation of the pathway, while working closely with the central administrative team at Cuddesdon who oversee academic systems, student records and institutional processes.

The postholder will provide a visible and supportive presence for students in Chelmsford and help ensure that teaching sessions and pathway activities run smoothly.

Key Responsibilities

1. Student Support and Enquiries

- Act as the first point of contact for students and prospective students for general enquiries relating to the Chelmsford Pathway.
- Respond to enquiries from students, tutors and diocesan colleagues, liaising with relevant colleagues at Cuddesdon where further input or coordination is required
- Provide practical support and guidance to students during teaching evenings and other pathway activities.
- Maintain regular communication with students regarding practical arrangements for teaching sessions and pathway events.

2. Teaching Evening Coordination

- Attend teaching evenings (normally Monday evenings during term time), particularly at the start of sessions, to welcome students and tutors, ensure rooms are prepared and assist with initial practical arrangements.
- Prepare teaching spaces as required and ensure any necessary equipment is available.
- Liaise with the venue regarding room access and facilities as required.

3. Programme Logistics

- Support the Chelmsford Pathway Director in the practical organisation of the teaching programme.
- Assist with scheduling, circulation of timetables and programme information to students.
- Support the organisation of residentials, study days or pathway events as required.
- Coordinate practical arrangements for visiting tutors and speakers where required.

4. Liaison with Cuddesdon

- Work closely with colleagues in the central administrative team at Cuddesdon to ensure effective coordination between the Chelmsford Pathway and the College.
- Assist with gathering and passing on information required for central academic administration processes.
- Ensure that relevant information about students, teaching sessions and pathway activities is communicated to the appropriate colleagues.

5. General Administration

- Maintain local records relating to pathway activities where required.
- Assist with communications and promotion of the pathway where appropriate.
- Carry out other reasonable administrative duties as requested by the Pathway Director.
- Participate in local induction arrangements and comply with relevant health and safety procedures relating to the use of Chelmsford Diocesan Office facilities where applicable.

Working Pattern

Working hours will normally be spread across the week in agreement with the Pathway Director. The role will include regular attendance at teaching evenings in Chelmsford (normally Monday evenings during term time) in order to welcome students and tutors and support the smooth running of sessions. Some additional flexibility may be required during busy periods of the academic year or for occasional pathway events.

Safeguarding

Ripon College Cuddesdon is committed to safeguarding and promoting the welfare of children and adults. Safeguarding is a shared responsibility, and all staff are expected to understand and uphold the College's safeguarding policies and procedures.

Person Specification

Criteria	Essential	Desirable
Qualifications	Good general education, including English and Maths.	Relevant qualification or training in administration, higher education administration, or a related professional field.
Knowledge and Experience	Experience of providing administrative support Ability to manage a varied workload and prioritise effectively Strong organisational skills and attention to detail Ability to handle information sensitively and confidentially	Experience of working in a higher education, theological education or similar academic environment. Experience of supporting academic administration processes, student records, or quality assurance activities. Experience of supporting senior leadership teams or principals/directors. Experience of providing administrative or PA support to a senior colleague or leadership role. Experience of working within a complex organisation Experience of working with multiple stakeholders and balancing competing priorities

Skills and Competencies	<p>Excellent organisational and administrative skills, with strong attention to detail.</p> <p>Ability to manage a varied workload, prioritising effectively and working calmly under pressure.</p> <p>Strong written and verbal communication skills, with the ability to communicate clearly and professionally with staff, students and external contacts.</p> <p>High level of IT competence, including confidence using databases, spreadsheets, and virtual learning environments or similar systems.</p> <p>Ability to handle sensitive information with discretion and professionalism.</p>	<p>Experience of working with Moodle or similar virtual learning environments.</p> <p>Experience of supporting reporting cycles, data returns or institutional processes.</p> <p>Ability to identify opportunities for improving administrative processes and systems.</p>
Job-specific skills and aptitudes	<p>Ability to work independently with minimal supervision, while also working collaboratively as part of a team.</p> <p>Proactive and reliable, with a strong sense of responsibility and follow-through.</p> <p>Flexible and adaptable approach, able to respond to changing priorities across the academic year.</p>	<p>Confidence working across multiple programmes, pathways or centres within a distributed organisation.</p>
Personal Attributes	<p>Professional, approachable and tactful manner.</p> <p>Calm, methodical and resilient, particularly during peak periods.</p> <p>Commitment to delivering high-quality administrative support and contributing positively to the wider College community.</p> <p>Sympathy with the ethos, values and objectives of Ripon College Cuddesdon.</p>	

Summary Terms & Conditions

Job Title: Chelmsford Pathway Administrator

Reports to: Chelmsford Centre Director

Works closely with: Academic Registrar; Cross-Pathway Academic Administrator; Student Administration Manager; Academic Dean

Location: Chelmsford, with flexible working arrangements and access to workspace at the Chelmsford Diocesan Office as required (occasional travel to Ripon College Cuddesdon)

Contract Type: Permanent, subject to satisfactory completion of a six-month probation period

Hours: 14 hours per week (0.4FTE)

Salary: £28,000 FTE (pro rata)

Holiday: 6 weeks plus 8 bank holidays (pro rata)

Pension: Eligible for membership of a Church of England Pension Scheme. The College contributes 6.5% of basic pay, with a minimum 1.5% employee contribution. The College also contributes 0.5% for life insurance cover.

Application Process

Applications should include:

- A covering letter explaining your interest in the role and how your experience, qualifications, and aptitudes align with the Job Description and Person Specification
- A full CV
- A completed application form
- The Equal Opportunities Monitoring Form

Completed applications should be sent to:

Email: hr@rcc.ac.uk

Postal: Ripon College Cuddesdon, Oxford OX44 9EX

The closing date for applications is 12 noon on 29 May 2026

Selection Process

- Shortlisted candidates will be invited for an interview at Ripon College Cuddesdon or in Chelmsford
- References will be requested prior to final appointment
- Candidates will be required to provide evidence of the right to work in the UK
- Please note that the College is not licensed to sponsor visa applications