

Who we are looking for

We are looking for a personable and enthusiastic Educational Administrator, willing to support and enable the work of others through effective administration. They will be a team player, with a customer focus which will include aspects of publicity, bookings, hosting and data keeping.

What we offer

We offer:

- a college community where each staff member is known and valued
- a vibrant community of learning, with an eclectic and interesting mix of people coming for study, short courses, conferences and B&B
- a staff team committed to working together, valuing each other's different experience, perspective and expertise
- a unique setting within Salisbury Cathedral Close, with easy access to the city centre
- a salary commensurate with the sector, with non-contributory pension provision and 27 days leave plus bank holidays
- free college lunches on work days

Sarum College

The College's location in Salisbury Cathedral Close means that Sarum's community of learning is infused by a strong sense of history, and it is an attractive place to work.

The learning includes: ministerial formation for lay and ordained ministries; MA and PhD study for continuing development; spiritual direction courses; and a lively and varied short course programme. We host visitors, national and international, staying for conferences or simply for B&B. An eclectic and interesting mix of people gather in the building including around meals, often sharing ideas and making new connections.

See <https://www.sarum.ac.uk/> for more information.

Educational Administrator

The Educational Administrator will support the administration of our Short Course programme, which includes in-person days and online offerings. They will also support the administration of our Exploring Theology Course, which is a weekly course held online. There will be aspects of publicity and data to handle, including in building our contact with alumni which is an area we are looking to develop. They will also provide some administrative support to the Academic Dean and act as secretary for one of the meetings they chair.

Our staff team works closely together, and we are looking for a colleague who will support the staff and students in organisation and administration, and join in our desire to see the life of the College flourish. They will need to work collegially with the Ministry Registrar and Principal's PA, and the Academic Administrator.

They will bring an eye for detail, particularly in bookings, arrangements for courses and associated records. They will communicate with enquirers for courses and other students past and present with a high sense of being a representative of the College. The post is 0.6 to include mornings Monday to Friday, based in College.

Application and Interview

An informal conversation with the Academic Dean about the post can be arranged by contacting Clair James cjames@sarum.ac.uk

Please send your completed application form to Clair James cjames@sarum.ac.uk by the closing date of **12noon Monday 18th May 2026**. Please note: only those applicants who send a completed Sarum College Application Form will be considered.

Interviews will be held on **Tuesday 2 June 2026** in College.

Shortlisted candidates will be contacted a week before the interviews. If you don't hear from us by then, then we are sorry to say that, though we have welcomed your application, you have not been shortlisted on this occasion.

Job Description

Job Title	Educational Administrator
Line Manager	Academic Dean
Salary	£16416 (based on £27630 fte) plus a contribution of 8.5% of salary to the Sarum College nominated pension scheme, currently the Church of England Church Workers Pension Fund (Pension Builder Classic), and lunch in the Refectory on working days in College
Hours	The post is part time 22.5 hours a week, 0.6 of full time (37.5 hours per week). Normal hours will include mornings Monday to Friday. There is a requirement for the post holder to work in College. Time off in lieu may be taken for working beyond normal working hours and there are occasions when it will be necessary to work outside normal working hours (during the evenings and on a Saturday) as the needs of the College reasonably requires.
Holiday	The annual leave entitlement is pro-rata the full time allowance of 27 days plus statutory holidays, including the days when the College is closed between Christmas day and the New Year.
Duration	The post is a permanent contract. A start date as soon as possible is looked for.

Please note:

Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.

Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory Basic DBS check.

Appointment to the post is subject to a 3-month probationary period which may be extended.

Job Description

1. Short Course and Exploring Theology Administration

- a. Liaise with the Programme Leader for Short Courses and Exploring Theology, Academic Dean and Academic Faculty in setting up the programme of Short Courses and Exploring Theology, including updating information on the college website.
- b. To ensure enquiries from prospective and registered course participants is met with a prompt, courteous and informed response. To book participants and ensure they have the information required ahead of the course.

- c. Liaise with the Programme Leader for Short Courses and Exploring Theology in the administration of tutor contracts, online material, and copyright clearance for handouts.
- d. Liaise with Hospitality to ensure that each course is administered effectively in relation to room allocation, residential stays, dietary requirements for participants, and other tasks as required.
- e. For in-person courses, create name tags and prepare handouts required, and to welcome on arrival.
- f. Liaise with the Finance Office as to participant lists, student fees due, and tutor expenditure related to Short Courses and Exploring Theology.

2. Publicity and Data

- a. Oversee the management of evaluation and feedback processes for Short Courses and Exploring Theology
- b. Provide content on forthcoming courses for the College Social Media, College Newsletter, and Diocesan communication officers.
- c. To provide administrative assistance to build and maintain records of Sarum College alumni, within GDPR and College Data Policy.

3. Administrative Assistance

- a. Provide administrative support to the Academic Dean primarily in the areas of diary schedules and task management.
- b. To serve as secretary to at least one College Academic meeting.
- c. To carry out such other duties as Sarum College and the line manager may from time to time reasonably require.

Person Specification

Essential

1. Polite, patient, friendly and enthusiastic with a flexible and positive approach to work planning
2. Is positive and enthusiastic about theological learning, and sympathetic to the Christian ethos of the College.
3. Highly organised and proficient in completing tasks within a given timeframe
4. Strong interpersonal, oral and written communication skills
5. Demonstrably strong IT skills including Word, Excel and Teams, and the willingness to master new IT skills for College data, website content and online learning materials
6. Ability to collaborate effectively with other College staff
7. Proficient in keeping accurate records using IT and in numeracy
8. Able to be present in College for mornings 5 days a week

9. This post is subject to a basic DBS clearance

Desirable

1. Experience working in educational administration
2. Some experience of online delivery of learning, ideally through Moodle and Zoom, and of creating website content on Wordpress, though training will be given on these
3. Some experience of creating publicity content
4. To be willing to contribute to the wider life of the College

April 2026