



Admissions Assistant (Fixed term) Cranmer Hall

OVERVIEW	
Job title:	Admissions Assistant (Fixed term)
Responsible to:	Dean of Anglican Formation
Responsible for:	n/a
Working alongside:	Cranmer Hall operations team, Cranmer Hall teaching and tutorial staff
Grade:	Grade 4 (St John's College Graded Pay Scale)
Salary FTE:	£26,093 per annum (£14.34 per hour)
Contract type:	Fixed term: 10 weeks (with the possibility of short-term extension, subject to business needs)
Working arrangements:	21 hours per week (0.6 FTE)
Pension:	St John's College Personal Pension Plan
Holidays FTE:	27 days annual leave plus statutory holidays and bank holidays
Start date:	ASAP
Closing date:	Thursday 25 th June 2026
Interview date:	Monday 29 th June 2026

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

Cranmer Hall, the theological college within St John's College, offers theological training for Anglican ordinands, trainee and serving Free Church ministers, and independent students studying theology, ministry and mission within a confessional context. Rooted in an evangelical tradition, Cranmer Hall has over the years proved a generous home for people training from a range of Christian backgrounds. Cranmer Hall has close links with the Department of Theology and Religion in Durham University and a number of staff are Honorary Fellows in the Department. Cranmer Hall has a reputation for excellent theological education across a range of academic programmes and formational pathways, rich opportunities for placements across the North East and beyond, and a commitment to shared learning across a diverse community.

JOB SUMMARY AND PURPOSE

Cranmer Hall attracts a broad range of students across our academic programmes and pathways at both undergraduate and postgraduate levels, including Church of England ordinands. Our admissions processes are an essential part of attracting, supporting and enabling prospective students to receive the information they need to explore studying at Cranmer Hall. The Temporary Admissions Assistant will provide administrative support across the admissions process from initial enquiry and interview to offer. This will involve responding to email enquiries, communicating with a range of internal and external stakeholders and supporting the Dean of Anglican Formation in all aspects of admissions administration.

For more information, please see the Cranmer Hall website www.cranmerhall.com

KEY RESPONSIBILITIES

- In collaboration with the Dean of Anglican Formation and administrative colleagues, manage the admissions email inbox, responding to queries from prospective students and key stakeholders (including Diocesan Directors of Ordinands).
- Book initial visits and interviews
- Arrange visit programmes, including engaging student hosts and hospitality
- Support the administration of internal student records and student information ensuring excellent management of personal data and compliance with GDPR.
- Offer further administrative support to the Dean of Anglican Formation, Warden of Cranmer Hall and administrative colleagues, as required.

PERSON SPECIFICATION

St John's College values diversity and is committed to fostering an inclusive and respectful environment. We encourage applications from individuals of all backgrounds.

	Criteria	Essential	Desirable
1	Demonstrable passion for, and experience in, good administration and operational support	x	
2	Excellent IT skills including use of email, calendar, word processor, spreadsheets, and databases	x	
3	Good interpersonal skills and able to relate well to students and colleagues	x	
4	An exceptional level of self-awareness and ability to serve in a confidential, collaborative and resilient manner, including working effectively within teams	x	
5	Experience of working in an administrative role		x

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

APPLICATION PROCESS

Please see St John's College [Privacy Notice for Job Applicants](#)



ST JOHN'S COLLEGE

Applications should be by letter or by email with accompanying CV and should contain the names, addresses, email details and telephone numbers of 2 referees. All documents should be posted or emailed to: sarah.e.strand@durham.ac.uk

For an informal conversation, please contact: Sarah Strand, Dean of Anglican Formation on sarah.e.strand@durham.ac.uk.

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Date for interview: Monday 29th June 2026