



ST JAMES' CHURCH POOLE ☩

Administrator Vacancy

Our lovely administrator is retiring, so we are seeking to appoint a new part time administrator to assist the Rector and wardens and administer our busy church office. This role is based at St James' Office for 20 hours a week, the working hours divided between Monday to Friday mornings.

We are seeking someone:

- With excellent interpersonal skills
- A skilled organiser who is self-motivated and adaptable
- Able to work on their own as well as with others
- Competent at using Microsoft Office, email and the internet

In turn we will offer a salary of £10,878 per annum with 25 days paid holiday plus bank holidays and a pension contribution.

A job description and person specification are available on our website at:

<https://stjameschurchpoole.weebly.com/>

If you require more information, then you can speak to our retiring administrator by phoning 01202 677117

Please apply by forwarding your CV and covering letter to our Rector Lucy Holt at

lucy.stjamespoole@hotmail.co.uk

Closing date for application Monday 16th May, interview w/b 23rd May

Please note this post is subject to a Disclosure & Barring Service (DBS) check