



THE CHURCH
OF ENGLAND

**Parish of Green Street Green
& Pratts Bottom**



**ASSISTANT PARISH ADMINISTRATOR (Part-time)
Reporting to the BENEFICE ADMINISTRATOR**

Required to work in the busy Benefice Office
at St Mary's Church, Worlds End Lane,
Green Street Green, Orpington BR6 6AG

**8 hours per week, hours can be flexible but must include
at least 3 hours on Friday's.**

Holiday Entitlement will be 5.6 weeks per year, pro rata, to
be co-ordinated with the Benefice Administrator to maintain best
cover for the Benefice Office

SALARY is £10.85 per hour

**Initially this post is offered on a 1 year contract, with a
probationary period of 3 months**

The post is principally to deal with the St Mary's Hall Bookings and
other hall related activities along with producing and distributing
the Parish Newsletter. There will also be some duties assisting the
Benefice Administrator as required and time permitting.

The successful candidate will often be the first point of reference
for callers and visitors and will need to represent the Church and
Rector in an appropriate manner with a variety of people.

The person appointed will need to demonstrate
good secretarial and organisational skills, effective interpersonal
and communication skills with the ability to work both
independently on their own initiative and as part of a team.

Experience using Microsoft Word, Excel & Publisher, is
essential to this role. Ideally some basic accounting skills and
experience using simple database programmes would be an
advantage.

Further details including Job Description and Application Form
available from:

*Suzanne Diamond, Benefice Administrator, office@smasch.org,
Tel: 01689 852905*

Closing date for applications: Thursday 23rd December 2021.
Shortlisted candidates will be contacted in the New Year regarding
Interview.