



Administrative Assistant to the Vicar, All Saints' Church, Isleworth

All Saints' Church is a thriving and lively church for all ages. We have two services each Sunday. The 9.30 includes groups for children and young people and is a service of Holy Communion each week. The 11.30 is an informal service and includes activities for children throughout the service. We are situated on the bank of the River Thames in Isleworth. Our priorities as a church community are our life of worship and prayer together, our prayerful pastoral support of those in need and strengthening our Christian mission to the wider community.

We are seeking a person who gets on easily with others, has good organisational skills, is familiar with the Microsoft Office applications such as Word, Excel, and PowerPoint and is able to work on their own initiative, to provide general administrative support to the Vicar of All Saints.

The post is for 9 hours work a week, the hours to be worked on two days in agreement with the Vicar and the successful applicant.

Salary will be £4,950/year, paid monthly at £412.5/month, with 5 weeks Annual Leave.

The successful candidate should have an understanding of, and sympathy towards the Church of England and the worship, pastoral and mission life of All Saints Church.

For a Job Description and a copy of the application form please either download from the All Saints website: <https://allsaints-isleworth.org>, or email the Vicar, Ali Walton at ali.walton@allsaints-isleworth.org.

Closing date for applications: Monday 18th September 2017.

All Saints' Church
Church Street
Isleworth
TW7 6BE

<https://allsaints-isleworth.org>

www.facebook.com/allsaintsisleworth

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