



Background of All Saints Church

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.

Position

Administrative assistant to the Vicar

Purpose

Secretarial and administrative support for the Vicar.

Duties

1. Diary management (including Long Room and Church bookings), coordination of meetings and events, by email and telephone.
2. Preparation and photocopying of weekly blue notice sheet.
3. Carrying out other work as requested by the Vicar – for example, administration for Baptisms and Weddings.
4. Typing and distribution of agendas, minutes, compiling various rotas (such as children's groups and intercessions), letters and other such circular materials.
5. Some photocopying; collating; folding and stapling; filing.
6. Liaison with and occasional supervision of volunteers undertaking admin tasks in the Church Office.
7. Ordering necessary supplies such as office supplies, cleaning supplies, Communion wafers and wine etc.
8. Organising dates for, and attending, regular staff team lunches. Taking a turn in leading prayers and bible study at staff team lunches.

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Place of work

All Saints' Church, Church Street, Isleworth and the Vicarage, 63 Church Street, Isleworth. Occasionally it may be possible to work at home.

Accountability

The Administrator will be accountable to the PCC, through the Vicar or, in their absence, the Church Wardens.

Hours of work

9 hours per week (including school holidays).

These hours to be worked in either one or two sessions a week, on a day or days agreed between the post-holder and the Vicar.

Salary

£4,950/year, paid monthly at £412.5/month

Salary is paid on the 25th of each month in arrears by BACS.

Holidays

Five weeks paid holiday a year (where one week is nine hours' work) to be arranged in consultation with the Vicar or line manager, plus Public Holidays. No more than two weeks annual leave may be taken consecutively unless by specific agreement with the Vicar or line manager.

Sickness pay

Full pay for a period of eight weeks in any twelve-month period, followed by up to thirteen weeks on half pay. A medical certificate must support any sickness or injury lasting more than 7 days.

Notice of termination

The appointment may be terminated by either party giving one month's notice in writing. The employer may make payment of the appropriate salary in lieu of notice.

Disciplinary and Appeals Procedure

The Disciplinary and Appeals Procedure is that adopted by the PCC for all appointments.

Character and abilities to be shown

A. Personal Skills and Attributes

- someone with an understanding of, and sympathy towards, the Church of England and the priorities of All Saints' Church who is also willing to pray with individuals on occasion and willing to take a turn in leading prayers and bible study at staff team lunches
- good interpersonal skills, both on the telephone and face to face
- good organisational skills
- a good grasp of written English, including grammar and spelling
- an ability to take initiative and work flexibly, with little supervision
- an ability to deal with matters that are confidential in an appropriate way

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B. Technical Skills

- have a good working knowledge of the internet and Facebook
- to be IT literate (*Microsoft Office, particularly MS Word, MS Excel, MS Publisher and MS PowerPoint*)
- to be a proficient and accurate typist

Closing date for applications: Monday 18th September 2017.

All Saints' Church

Church Street

Isleworth

TW7 6BE

<https://allsaints-isleworth.org>

www.facebook.com/allsaintsisleworth

<https://twitter.com/AllSaintsTW7>