



St Mark's Church

LEAMINGTON SPA

Advert – Parish Administrator

Part-time Parish Administrator (supporting the Office Manager) required for St Mark's Church, Leamington Spa.

8-10 hours per week over 2-3 days Tuesday and Thursday 9am-1pm. £13 per hour. (Monday to be agreed). The position is permanent, subject to a 6 month probationary period. Holiday equivalent to 4 weeks plus Bank Holidays.

The Parish Administrator together with the Office Manager are the main point of contact in the Parish Office. Duties include: dealing with telephone calls, emails, and visitors; administration relating to the day to day running of the Parish and management of the hall and church; and preparing for our regular and other occasional services (e.g. weddings, funerals, school visits).

You will need to be a skilled administrator and have: good communication skills and the ability to work unsupervised, IT skills appropriate for the position (training will be given), accuracy and attention to detail, and to be supportive of the mission of St Mark's Church.

A full job description and person specification is available to applicants (applications are not limited to St Mark's members).

Deadline for applications is Friday 20th December. Please contact the Parish Office on 01926 421004, email office@st-marks.net for more information, an informal chat or the application form.



St Mark's Church
LEAMINGTON SPA

 THE CHURCH OF ENGLAND

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www.st-marks.net

Reg. charity no. 1128485