

St Michael's Church, Tilehurst

Parish Secretary

16 hours per week

8.30 -12.30 Monday, Tuesday, Thursday and Friday

£8.10 per hour

St Michael's Church is looking for a well-organised person to run their Parish Office. The job entails being the first point of contact for people enquiring about baptisms, weddings and funerals as well as undertaking general office tasks. The successful person would need to have a good level of education, good typing skills and be able to use their own initiative and able to demonstrate sympathy with our Christian ethos. The job does entail some lone working.

Job Description and Person Specification attached.

Please submit an application with a comprehensive CV, stating why you want the post and how your skill and experience make you suitable for it.

Closing date for receipt of completed applications is midnight Friday 18th August.

It is anticipated that interviews will be held on the afternoon of Tuesday 29th August

Applications should be sent to Sally Cairns, St Michael's Church, New Lane Hill, Tilehurst, Reading RG30 4JX, by first class post or preferably by email to:

churchwarden-sally@stmichaeltilehurst.org.uk

For more details please contact Sally Cairns on 07472 590254 or email:

churchwarden-sally@stmichaeltilehurst.org.uk