



All Saints' Church

The Parish of South Oxhey and Carpenders Park



'To know Jesus and to make Him known'



Job Description:	Church Administrator (CA)
Reports to:	Vicar
Accountable to:	Parochial Church Council (PCC)
Key Relationships:	Vicar, other ministerial Staff, Churchwardens, Church Treasurer
Rate of Pay:	£13.45 an hour, 8 hours per week, across 3 days per week (between 11am and 3pm, by agreement)
Holiday:	42 hours (28 days pro-rata) paid holiday which includes Bank Holidays
Summary of Job:	The CA will provide administrative input and support to facilitate the smooth running of All Saints' Church, South Oxhey and Carpenders Park, acting as a key point of contact for enquiries about the church from both internal and external sources.
Main Responsibilities:	• Administration ○ Services: preparation of Service and/or hymn sheets, information for Services, advertising of Services in local media ○ Compilation of weekly pew sheet ○ Administration of paperwork relating to the Annual Parochial Church Meeting, in consultation with the Secretary to the PCC ○ Administration relation to collection/disbursement of Fees ○ Maintain official Church Registers and Records including submission of Returns to Diocese, Deanery and Local Authority ○ Maintain central Church Calendar/Diary ○ Maintain confidential Church database of Church Members ○ Administrative and secretarial support as required ○ Act as Bookings Secretary for the Church including issuing of invoices to Hirers ○ Oversee annual programme of works and maintenance for buildings ○ Implement Health and Safety Policies, and other Church Policies as required ○ Maintain stocks of disposable for Church and Office • Communications ○ Act as point of contact for church matters via telephone, email and in person ○ Liaise with Staff, other Clergy, Church Members, enquirers, Statutory Bodies as required ○ Maintain stocks of relevant Service Books, leaflets etc ○ Keep noticeboards tidy and up-to-date

- Distribution of Rotas
- Liaise with professionals to ensure prompt response when maintenance works/repairs are required

The duties and responsibilities outlined in this Job Description, although comprehensive, are not definitive and you may be required to perform other duties which relate to the scope of this role. These may change as a result of changes in other aspects of the way in which All Saint's Church is managed. Any such changes will be fully discussed with the post holder.

Person Specification: Church Administrator

Factors	Essential requirements	Desirable requirements
Qualifications: Level of Education, professional qualification, registration requirements etc	• GCSE Level English, Grade C or above (or equivalent)	
Knowledge: Technical expertise of knowledge specific to the role	• Good working knowledge of Microsoft Office applications (especially Word, Excel, PowerPoint, Publisher, Outlook)	• Church procedures and processes • Social media knowledge
Experience: Previous experience relevant to the post	• Office administration	• Worked in a people-based environment
Skills and Ability: Additional expertise acquired through practice or training etc	• Strong administrative skills • Good organisational skills • Good telephone manner • Good interpersonal skills	
Personal Qualities: Special aptitudes relating to the demands of the post	• Discreet, tactful, diplomatic • Able to hold confidential information • Cheerful, friendly, positive • Organised • Able to work on own initiative • Able to prioritise • Flexible • Self-motivated	• Confidence and judgement to take decisions relating to day-to-day aspects of work

Confidentiality

During the course of employment, the post holder may see, hear or have access to information on matters of a confidential nature relating to the work of All Saint's Church or to the personal affairs of Church Members and/or Staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations. Disciplinary action may be taken against any employee who contravenes this regulation.

Application process

The following documents should be forwarded **via email** by Noon on Monday 6 July 2026 to: vicar@allsaintschurch.uk. Please address your email to *Deborah*.

1. A Letter of Application which outlines your reasons for applying for the post, as well as your suitability with regard to the requirements specified. (Max 2 sides of A4.)
2. Your current CV .
3. The names and contact details of two Referees – including a telephone number and email address. One should be a current or recent Employer, or an education supervisor if you have no recent Employer.

Interviews will take place on the evening of 13 July 2026, at All Saints' Church. If you are called to Interview, References will be taken up unless you advise otherwise. At Interview, you will be required to provide photo ID and proof of your entitlement to work in the UK.

Criminal Record Check

Due to the sensitive nature of the information to which the post-holder will have access, the appointment will be subject to a DBS Check and any offer of employment will be conditional on a successful outcome.