



DIOCESE OF
LICHFIELD



Come follow Christ in the footsteps of St Chad

**CHELL PARISH ADMINISTRATOR:
ST MICHAEL & ALL ANGELS AND CHURCH OF THE SAVIOUR**

JOB DESCRIPTION

TITLE OF POST:	Chell Parish Administrator
RESPONSIBLE TO:	Management Team (Churchwardens & Vicar & other clergy)
RESPONSIBLE FOR:	Administrative services, and initial point of contact
WORK BASE:	The Parish Office, St Michaels Church, Stoke on Trent, ST6 6JT
HOURS:	6 hours per week, Monday and Thursday 9.30am–12.30pm
DURATION:	Permanent
RATE OF PAY:	£10.42 per hour (or as per Minimum Wage)

GENERAL DESCRIPTION:

- To provide quality administrative and secretarial support to the Management Team and Vicar.
- To be the initial point of contact for general enquiries into the Parish Office

PRINCIPAL DUTIES:

- a) The overall running of the Parish Office, ensuring a smooth and efficient service, and being the main point of contact for routine enquiries
- b) Maintaining the church and hall diaries for St Michaels and Church of the Saviour

- c) Opening and sorting daily post, reading and responding to daily emails, preparing and dispatching regular or outgoing correspondence
- d) Receiving telephone calls and visitors into the Parish Office, and dealing with these appropriately and in a friendly and efficient manner
- e) Preparing letters, reports and other documents as requested by the Management Team, using Microsoft Office (Word, Excel, Publisher) and other computer software as required
- f) Maintaining Office filing systems and ensuring that legal and other documents are stored securely, and that files are up to date and in good order
- g) Ensuring adequate back-up of electronic files stored on the office computer
- h) Ensuring that registers and other legal documents are kept up to date and in good order
- i) Basic book-keeping and management of Petty Cash which is paid into the Parish Office
- j) Preparing notice sheets, service sheets and liturgies in paper or electronic format, using 'Roots', Common Worship and other computer software
- k) Other reasonable duties as may be required