



St. John's Parish Office  
Macaulay Road  
Broadstone BH18 8AR

## **Parish Administrator 16 hrs p/w (4 days) rising to 20 hrs p/w (4 days) from Jan 2023**

Dear applicant

We are delighted you have expressed an interest in the post of Parish Administrator at St John's. This role is becoming vacant due to the current postholder's change in circumstances. The post provides professional administrative support, working in close contact with the vicar and staff team. It is a role integral to the smooth running of the church and its wider community involvement. The person appointed will join an energetic, supportive team at the heart of the Broadstone community.

St John's is the local Church of England Parish Church and aims to be friendly and welcoming to all. The parish administrator is often the first person that someone from the community wishing to seek a baptism or a wedding, or wishing to hire the hall, will meet. We will be delighted to appoint someone to this role who is able to extend that welcome and friendliness to all who contact St John's.

The new administrator will be given an induction and have ongoing support beyond that.

**Hours of work:** 16 hrs p/w, over 4 days. This rises to 20 hrs p/w from Jan 2023 due to completion of the new community rooms, the hiring of which will come under the duties of the Administrator. Although these will be regular weekly hours, there is some flexibility as to which days and hours these are, which will be discussed at interview. Do contact us if you need to explore this question with us before then.

**Holiday entitlement:** 96 hours per holiday year (equivalent to 6 weeks @ 16 hours per week) pro rata. In addition, it will be possible to work longer hours on agreed weeks to accrue days off which may be taken, up to a maximum of 48 hours per annum (equivalent to 12 days in lieu based on a 4 hour working day, which is equivalent to 3 weeks pro rata). When these are taken must be agreed with the vicar.

From January 2023, 120 hours per holiday year (equivalent to 6 weeks @ 20 hours per week) pro rata. In addition, it will be possible to work longer hours on agreed weeks to accrue days off which may be taken, up to a maximum of 50 hours per annum (equivalent to 10 days in lieu based on a 5 hour working day, which is equivalent to 2.5 weeks pro rata). When these are taken must be agreed with the vicar.

This is in addition to UK public Bank Holidays (pro-rata) - equivalent to 25.6 hours (@16hr/wk) rising to 32 hours (@20 hr/wk).

**Starting Salary:** £10.25 per hour with opt-in pension scheme. An offer of this post is subject to a period of probation and DBS clearance. Please see the enclosed job description and person specification which give further details. We would be glad to read how you meet these in your application form.

**Applications must be received by 4pm, Monday 28 February 2022.** Send these to: G. Jones, PA Application, c/o St John's Parish Office, Macaulay Rd, BH18 8AR or email to [jones.g.church@gmail.com](mailto:jones.g.church@gmail.com)

**Interview Date: Tuesday 8 March.**

This is an exciting time of growth and development at St John's, with a new building project for community rooms and kitchen about to get underway. We look forward to receiving your application.

Revd Helen Bailey, Vicar of St John's Church