

RECTOR'S SECRETARY ST MARY'S CHURCH, SAFFRON WALDEN

Saffron Walden Team Rector and Rural Dean, Revd. David Tomlinson, is looking for a new secretary/personal assistant to replace the current postholder who is leaving after more than 5 years excellent service.

The post:

20 hours per week, Monday –Friday mornings
working mainly at Saffron Walden Rectory

providing secretarial support to the Rector for both parish and deanery work, dealing with correspondence, telephone work, preparing orders of service and a variety of documents

working alone for much of the time and acting as a very significant link between the Rector and those who need to contact him

The person:

Excellent communication skills, telephone manner and computer competent (mainly using Microsoft Office and Outlook)

Great integrity and discretion

Good at working independently and taking the initiative

Knowledge of the liturgy and workings of the Church of England an advantage

For more information and to obtain an application form, please contact Judith Hasler, the Parish Administrator on

Tel: 01799 506024 or e-mail: office@stmaryssaffronwalden.org

Closing date: 12th March 2010

The post requires a satisfactory enhanced disclosure from the Criminal Records Bureau.

www.stmaryssaffronwalden.org