

## St Mary the Virgin Church, Nunthorpe

### Job Description & Duties

**Job Title:** Office Administrator

**Hours:** Three mornings a week from 9.30 am – 12.30pm

**Location:** Parish Office, St Marys Church Hall, Morton Carr Lane, Nunthorpe

#### **Principal Tasks:**

- Administrative assistance to the Vicar, Churchwardens and Parish
- Upkeep records and maintain office supplies
- Take and oversee Hall Bookings and promote the hall as a local venue
- Maintain the hall and church calendars
- Assist with the promotion of parish events
- Liaise with wedding couples and handwrite the wedding registers
- As a representative of St Marys Church, to address all callers in a positive and courteous manner.

**Accountability:** The Office Administrator will be directly responsible to the Vicar and through her to the PCC.

**Salary:** The post will receive an annual salary of £4200 paid monthly in arrears. This will be reviewed annually in October following a satisfactory annual performance.

**Holidays:** Your annual holiday entitlement will be five weeks pro rata (15 days according to your daily hours above) plus Bank Holidays. Such absence will be by prior agreement of the Vicar or in her absence the Churchwardens. Ideally, some holidays should be taken over the summer and Christmas holidays when the Hall is less busy.

**Sick Pay:** For any notified absence due to illness you will be entitled to sick pay for two weeks pro rata in any period of twelve months (six of your normal working days)

**Pension:** This post is not pensionable

**Notice:** This appointment may be terminated by either party giving one months' notice in writing. The PCC may make payment of appropriate salary in lieu of notice

**Discipline and grievance procedure:** If you have a grievance relating to your employment you should raise with the Vicar in the first instance. If unable to resolve the matter satisfactorily you may take your grievance in writing to the Churchwardens. The PCC's decision in any employment related grievance or dispute shall be final

## **Notes:**

### **a) Administrative Assistance to the Vicar and Parish**

- Funeral records to be maintained both in the written Register and Excel Spreadsheet. List of names of deceased to be given for entry into the Memorial Book.
- Memorial letter as per pro forma to be sent to next of kin within two weeks of funeral with amount of collection noted – if applicable
- Donations from funeral to be forwarded to Charity (if appropriate) with next of kin details included within two weeks of funeral unless cheque delayed for further donations
- Records to be used to send out invitations to annual Remembering Together service
- To assist with the compilation and production of the Annual Report
- To assist with administration of weddings including Banns, Marriage Registers and Certificates and to be proactive in contacting couples and making sure that plans for their wedding run smoothly.
- Design and production of promotional materials for Parish Events
- Contribute to the Parish Facebook page and other social media channels as appropriate

### **b) Upkeep of Records**

- All baptism, wedding and funeral records to be maintained on Excel spreadsheets
- To have a working knowledge of Microsoft Office, Windows and Online Diary
- All computer records to be backed up regularly on a separate storage device

### **c) Undertaking necessary office tasks and maintaining office**

- Undertake items of correspondence as directed by the Vicar or Churchwardens. Any requests from others to be cleared with the Vicar beforehand
- Proof read service sheets and short items before duplication
- Prepare weekly church bulletin
- Keep all records safe, and store securely items in lockable cabinet

- To ensure security of PC by password protection and regular virus/spyware scans and to make regular backups
- Liaise with Office suppliers

#### **d) Taking and Overseeing Hall Bookings**

- To take hall bookings by person, phone or email responding courteously at all times
- To confirm all bookings with conditions and hire rates by email or post
- To ensure church booked dates are entered in the diary
- To maintain an accurate and up to date diary for hall use (Online and paper) with contact details
- To proactively encourage the use of hall facilities
- Check gas and electricity readings as near to the 1<sup>st</sup> of the month as possible and relay to the appropriate utility. (This may not be necessary when smart metering is introduced)
- To administer access keys and conditions to users
- To notify hall users when their bookings are affected by block bookings or cancellations
- In case of difficulty contact the churchwardens or Vicar in urgent circumstances

#### **e) Effectively Manage the Hall in accordance with current legislation**

- To maintain the accident report book
- Carry out weekly spot checks and identify any concerns. Report defects and concerns to the Fabric Team
- Replace breakages as required
- To maintain and develop Computer skills
- Ensure competence in dealing with Microsoft Office Products – Word Excel and PowerPoint etc
- To maintain PC with updates virus scans and backups
- Liaise with Photocopier Contractor and supply weekly usage figures
- Liaise with Broadband Provider and agree contract upgrades when applicable

- Arrange for maintenance contractors to visit site when required. Receive contractors on site and initiate appropriate work

**The Administrator will initiate an annual review noting any concerns, training needs or updates to office equipment or system that may be needed.**