

Part-time Office Administrator — Job Pack

St John the Baptist, Knutsford, with St John the Evangelist, Toft · Monday 19 October 2026

Dear Applicant

Thank you for your interest in the post of part-time Office Administrator at St John's, Knutsford. This pack contains a short introduction to the church, the job description and person specification and the terms of the post. The application form is a separate document. The application form is a separate document.

To apply, please complete the application form and send it with your CV to recruitment@stjohnsknutsford.org.uk by noon on the 20th November. Interviews will be held in the week beginning November 30th. If you would like to talk about the post before applying, please contact our Associate Vicar, James Doo, on 07428747009, or email james.doo@stjohnsknutsford.org.uk

If the post requires a DBS check, shortlisted candidates will be asked to complete the Church of England's Confidential Declaration form. We will use the information you send only for this recruitment, in line with our privacy notice.

Thank you for your interest,

James Doo, Associate Vicar, on behalf of the Vicar, wardens, and PCC of St John's Knutsford.

About St John's

St John the Baptist is the parish church of Knutsford, and stands in the Reformed evangelical tradition of the Church of England. The parish shares its clergy and office with St John the Evangelist, Toft.

Together, we seek to make Jesus known in Knutsford and Toft. We do so by gathering around His word on Sundays, and in various ways through the week. We're passionate that in all we do, people hear the good news that God sent His Son into the world to die so we might live.

The staff team includes the Vicar and Associate Vicar, a children's and families worker, and an office of two part-time administrators and a part-time finance administrator. Much of the church's administration now runs through ChurchSuite.

Job Description

Part-time Office Administrator

- **Responsible to:** the Vicar and Associate Vicar
- **Works alongside:** the office administrator, the finance administrator, the staff team, the churchwardens, service leaders and volunteers
- **Hours:** 13 hours a week over two days, to be agreed
- **Location:** the church office, St John's, Knutsford

Purpose of the post

- To support the ministry of the church and maintain the Christian ethos of the church office
- To support the church's Sunday services and the administration around them
- To keep the parish's safeguarding administration and records accurate, current and accessible
- To produce the church's publicity
- To share with the office administrator the role of first point of contact for the church, by email, telephone and in person
- To help develop operational functionality in partnership with the office and clergy teams

Key responsibilities

The detail of how work is divided between the two administrators is agreed within the office and reviewed as the needs of the church change. The responsibilities below describe the areas of the post, with examples.

- **Sunday services.** Weekly organisation with the service leaders, such as confirming the service team and readings, preparing service communications and the weekly notice sheet, and maintaining rotas in ChurchSuite
- **Baptisms, thanksgivings and confirmations.** Administration from enquiry to service: orders of service, certificates and liaison with families
- **Safeguarding administration.** Maintaining the single central record of DBS clearances and safeguarding training, carrying out identity checks and following up renewals
- **Records and returns.** For example the electoral roll, Statistics for Mission, and music licensing returns (PRS for concerts and recitals; CCLI for special services)
- **Publicity.** Producing graphics, social media posts and publicity for services and events
- **General office work.** Sharing the church's general enquiries for Knutsford and Toft — the office email, telephone and callers — and keeping the ChurchSuite calendar up to date
- **Development.** Identifying and implementing potential operational improvements
- **Other duties.** Other tasks reasonably required by the Vicar or Associate Vicar, as need and capacity allow

Person Specification

A = application · I = interview · R = references

Essential

- Experience of office or administrative work (A, I, R)
- Well organised, able to manage a part-time workload and meet weekly deadlines efficiently (A, I, R)
- Accurate and careful with detail and records (A, I, R)
- Competent with Microsoft 365 — Outlook, Word and Excel (A, I)
- Clear and courteous on the telephone, by email and in person (A, I, R)
- Discreet with confidential and personal information (I, R)
- Able to work independently and as part of a team (I, R)
- Notices where a process could work better, and has the initiative to improve it (A, I)
- A practising Christian, actively involved in the life of a local church (A, I)
- In full sympathy with the aims and ethos of St John's (A, I)

Desirable

- Experience of administration in a church or charity (A)
- Experience of safeguarding or DBS administration (A, I)
- Experience of a church management system such as ChurchSuite (A)
- Experience with design software such as Canva, and with social media (A, I)

Terms

- 13 hours a week over two days, to be agreed
- £13.50 an hour, £9,151 a year
- 25 days' annual leave plus public holidays, both pro rata: on a two-day week, 10 days' annual leave and 3.2 days in lieu of public holidays
- Workplace pension
- Permanent, subject to a six-month probationary period
- Subject to satisfactory references and, if required, a DBS check
- This post has a Genuine Occupational Requirement under Schedule 9 of the Equality Act 2010 for the post-holder to be a practising Christian, actively involved in the life of a local church.