

The Parishes of St Mary's Oxted and St Peter's Tandridge

JOB AVAILABLE

Administrative Assistant

We are looking for a skilled administrator on a flexible, part-time basis. The purpose of the role is to provide day-to-day administrative support to the Parish Administrator.

Our office team supports the ministry and mission of St Mary's and St Peter's. The two churches are separate, but work closely together under the leadership of Andrew Rumsey, who is the Rector of both churches.

We need someone for 6 to 9 hours a week, over 2 or 3 mornings each week.

**Deadline for applications:
1700 on Tuesday 13 March**

Please contact the Parish Office for more details and an application form.

**Parish Office, Oxted Community Hall, Church Lane,
Oxted, RH8 9NB
01883 714263**

Knowing Christ, Growing Community, Renewing Heritage

