

Ruxley Church – Administrator

PERSON SPECIFICATION		
	Essential	Desirable
Education and Training		
Good general education to A-Level (or equivalent) with a high level of literacy and numeracy.		✓
Confident and competent in the use of technology with the ability to adapt to new equipment and systems.	✓	
PROVEN ABILITIES AND SKILLS		
Experience of working in an office or church office.		✓
Knowledge of safeguarding and health & safety (or a willingness to learn.	✓	
Knowledge of issues of equality, diversity and inclusion, and working collaboratively.	✓	
Experience of liaising with people at all levels internally and externally.	✓	
Ability to problem solve and think on their feet.	✓	
Excellent interpersonal skills (particularly listening skills) and excellent team player, with good understanding of the need for confidentiality.	✓	
Good record-keeping.	✓	
Entitled to live and work in the UK.	✓	
Knowledge of GDPR regulations (though training could be provided).		✓

February 2026