

Personal Assistant (PA) to Vicar and Area Dean
TERMS & CONDITIONS

Base:	All Saints Church Halls, Ringinglow Road, Sheffield S11 7PP
Employer:	The PCC of All Saints Ecclesall
Salary:	£13,230 (£12.72/hour)
Hours:	20 hours per week (17 PA to Vicar, 3 PA to Area Dean)
Working Days:	To be agreed with the Vicar within office hours, Monday to Friday.
Holiday:	22 days + 8 Bank Holidays for full time, pro rata for part time staff
Pensions:	Enrolment in Church Workers Pension Fund: Pension Builder 2014 (a defined benefit scheme). Employer contribution 8.5%. No employee contributions required.
Contract:	This is an establishment post
Notice period:	1 month
Review:	The post will be subject to a probationary period of three months
Conduct:	The post-holder is expected to maintain high standards of personal and professional conduct

Any offer will be subject to references and a successful enhanced Disclosure and Barring Service (DBS) check.