

# St.Margaret's Church

I P S W I C H

## Administrator Maternity Cover

*15 hours per week*

*Approx. £26,000 FTE pro rata*

*This appointment is to cover Maternity  
Leave likely to begin in late July 2025*

We are looking for someone who is discreet, organised and independent and willing to work at our church office on Bolton Lane. You will need office experience and will enjoy contact with people. Some understanding of church life is desirable, but not necessary.

For further information and an application pack please email [hr.stmagsips@gmail.com](mailto:hr.stmagsips@gmail.com) or leave a message on 07733 609661

Closing date for completed applications:  
Friday 11<sup>th</sup> July 2025

Interviews will take place in the Church Centre on:  
Friday, 18<sup>th</sup> July 2025

Please note that as part of our safer recruitment process for this role, the application form includes a personal confidential declaration to be signed and any job offer made will require a Disclosure and Barring Service (DBS) check to be undertaken.



[www.stmargaretsipswich.org.uk](http://www.stmargaretsipswich.org.uk)

*welcoming people of all faiths and none*

