



Schools Christian Action Team



St Andrew's Church, The Goldsworth Park
Centre, Denton Way, Woking, Surrey GU21 3LG



01483 762424



office@scat.org.uk



www.scat.org.uk

PART-TIME ADMINISTRATOR

SCAT (Schools Christian Action Team) Woking, which undertakes work and education in local schools, is looking to recruit a part-time Administrator with effect from March 2010, when our present Administrator will be leaving.

We are seeking someone with good organisational, administrative and IT skills. The post will require initiative, foresight and an ability to work as part of a small team based in an office at St. Andrew's Church, Goldsworth Park, Woking.

The work involves general administration, maintenance of records, telephone and office work, as well as assisting in the production of regular newsletters and involvement with organisation of events.

Hours are flexible but the job requires the equivalent of two half days per week. We expect the appointment to attract someone who wants to apply their skills to a specifically Christian opportunity and the salary will reflect the skills required, in the context of a Christian charity.

Check out our website at: www.scat.org.uk

Please apply to: Carolyn Dickins, Co-Ordinator **SCAT**, Rosegarth, Hollybank Road, Woking, Surrey, GU22 0JW

Or email: carolyn@thedickins.net

22.02.2010