



St Michael and All Angels, Sandhurst

Diocese of Oxford (Church of England)

Charity No. 1134547

✉ St Michael's Pastoral Centre · Lower Church Road
Sandhurst · Berkshire · GU47 8HN

☎ 01252 873030

✉ office@stmichaels-sandhurst.org.uk

🌐 www.stmichaels-sandhurst.org.uk

St Michael and All Angels Church is looking for an enthusiastic and capable part time Administrator. You will work closely with the Rector and the finance and general Administrator to ensure that the administration of the church is accomplished to the highest standards.

This role would suit someone who has good inter-personal, organisational, IT and office skills. The hours are 9 hours a week, spread over two days. The post is based at the Pastoral Centre, Lower Church Road, Sandhurst GU47 8HN.

For further details see the Job Description and Person Specification on the Church website.

Closing date: 4th May 2026. Interviews will take place in the week commencing 11th May.

Send your CV and a covering letter saying why you think you are suitable for the role to:

sue.campbell@stmichaels-sandhurst.org.uk.