

The week ahead @ Saint James

“Be strong and courageous and do it!” 1 Chronicles 28:20

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Friday 3rd October

Issue 159

Mon 6 th Oct	Thurs 9 th Oct	Fri 10 th Oct	Thurs 16 th Oct	Fri 17 th Oct	Fri 24 th Oct
INSET day – no children in school	Harvest festival at church – Years 5 & 6	SJSA AGM 3.30pm in Gambia classroom	Bike ability starts for Year 6 children	SJSA non-uniform day and school disco	Bike ability ends for Year 6 children
					Last day of the half-term

Collective Worship



This week's theme:

Black History Month

This week's story:

Phillip & the Ethiopian
Acts 8:26-40

A message from the Senior Leadership team

It seems like every week, we're reporting that it's been a busy week in school. However, we're sure the bumper size of this week's newsletter gives you some indication of how busy this week has been! We haven't even told you about some of the excitement of Thursday either!

In addition to all of the excitement that you'll read about in this edition of the newsletter, we've had our Build-a-Burger lunch which proved to be very popular. We also had the visit of Tracey Dunn from Anaphylaxis UK, who led a Collective Worship with the children, as well as allergy training with teachers and support staff. She was thrilled to see the children in non-uniform, raising money for the charity that is so close to her heart. We'll keep you informed about how much was raised in a future edition of the newsletter.

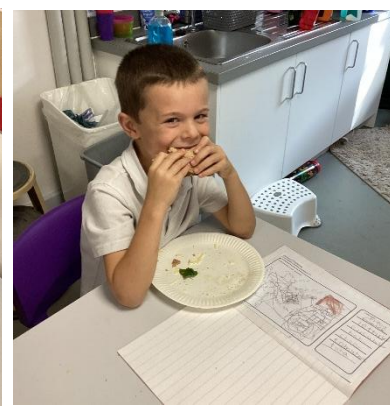
After this Summer's offerings by a couple of the major supermarkets, we know where we'll be sourcing our sandwiches in future; from Year 2 children at Saint James Primary School!

Many of the 'foodies' among us will have been disappointed when they heard the popular cooking show *Masterchef*, had been cancelled after 35 years. Whilst we know there were a multitude of reasons for its cancellation, we don't think any of these were due to its popularity. Therefore, there is definitely an opening for a new programme where contestants compete against each other to create dishes that whet the appetite. At Saint James, we think we've found just the solution to plug the gap in the programming schedules. We call it the Saint James Sandwich challenge!

Over the past few weeks, our Year 2 children have been set the challenge of designing and making their own sandwiches to meet a design criterion that is both healthy and tasty. Beginning with taste testing potential fillings and breads, the children evaluated the taste of the different ingredients, all the time considering the combinations that they felt would form the perfect taste sensation when paired together. Whilst historically we might have questioned the combination of tuna and ham together or been hesitant to try some of the other less conventional pairings, this Summer's offerings from some of the major supermarkets has made us question our judgements. If Tesco's extensive market research can conclude that a birthday cake sandwich (a strawberry jam and cream cheese filling, served in brioche-style bread with rainbow sprinkles) is a good idea and the hierarchy at M&S can 'green light' a limited-edition strawberries and cream sandwich, who are we to question our children's less conventional offerings?

Indeed, perhaps unlike the aforementioned sandwiches from two of Britain's leading supermarkets, we can verify that many of our children's sandwiches were healthy and nutritious, as well as being tasty. The children had learned previously about healthy eating and tried to ensure they were choosing fillings from both the protein and vegetable food groups.

So, if we were hoping for our new format to fill the gap left by *Masterchef*, we needed to include two renowned 'foodies' as judges. Scouring the school for two suitable candidates, there was really only one choice; Mrs Gardiner and Mr Boyden. Significantly less controversial than the judging team in the aforementioned show, they scrutinised each sandwich in turn, across all three Year 2 classes. And their conclusions? Who was the winner of this inaugural competition? The children of course, as they got to eat their creations after a well-deserved break! Well done Year 2!



Year 5 tech experts help introduce Robyn the robot to every room

What image immediately springs to mind, when you try to picture a robot? Is it C3PO and R2D2 from Star Wars, Disney Pixar's Wall-E, one of the form-changing robots from Transformers or even the AI character 'Vision' from the Marvel franchise? We would also hazard a guess that, although you might picture a robot in space, a fantasy setting or even in a factory, not many of you will think of a classroom as it's natural habitat. However, at Saint James Primary School, that has now all changed.

Whilst we are fortunate at Saint James to be blessed with teachers and support staff that are as caring, dedicated and proficient as those in any school in the country, we are now being assisted by an AI helper in each classroom. Saint James Primary school is in the privileged position of being one of the few schools selected to trial Robyn the robot. Robyn (who has clearly been cloned, as there is now a 'Robyn' in each classroom!) is an AI assistant and teaching tool to support the learning needs of the children. Whilst an adult in the class is giving a teaching input, Robyn remains quiet; watching and listening carefully. Like the very best learner, Robyn listens, assimilates what it has heard and seen and is ready to recap, remind and summarise the input to any pupils that need a reminder. When children aren't sure about the topic, they can go to Robyn and ask a question (Robyn can even remain focussed, if they become off task and ask about Robyn's opinion of last night's Champions League game or the latest album release from Taylor Swift)! Due to Robyn's ability to store lessons for a significant duration, Robyn can even be used to catch up children on their learning when they have been absent for a few days.

Whilst this trial takes place, we will be using Robyn in a variety of different ways. Some of these might include; with individuals, small groups, targeted groups and children returning from a period of absence. We will then be evaluating the effectiveness of Robyn; what is great and what are the drawbacks.

So, as with any new technology, experts are required to train staff in how to use it effectively. That is no different with Robyn. However, the experts that are helping with Robyn's application across the school are perhaps different to who you might expect. A team of seven experts are proficient in all things Robyn-related, to problem-solve and train others how to use it. These experts have been working in different classes to help them embrace this new technology and use it effectively to enrich and enhance the curriculum. So where have these experts come from and how much are their services costing the school? Has silicone valley donated some of it's finest, flying them over business class to assist in the rollout of Robyn? Thankfully not. Elise, Tabitha, Annabelle, Phoebe, Ella, Flynn and George, our seven experts, all hail from Brazil class and have been instrumental in helping classes become familiar with Robyn and how to use it in the classroom.

Whilst the producers of Robyn proclaim it to be a teaching assistant, we feel that this undersells the role and importance of our fantastic support staff. Although Robyn can support with learning by repeating, summarising and clarifying the main teaching points, there are so many traits, exhibited by our support staff, that cannot be replicated by technology. When faced with a grazed knee, a robot cannot place a plaster over the abrasion, when tasked with comforting an upset child, a robot struggles to show the levels of empathy shown by our staff, it cannot lead a class, in single-file, through the school to Collective worship and it certainly can't locate a sick bowl quickly when a child complains of feeling unwell! We value our fantastic staff and can never see a day when they will be replaced by a robot. Ever. However, we look forward to investigating how we can utilise Robyn the Robot in classrooms and hope the children enjoying using this resource to enhance, enrich and support their learning.



Charity Concert at Saint James

We would like to draw your attention to an exciting, informal and free children's concert that will be taking place on Saturday 18th October, in school. Southampton Grad Band will be performing a selection of recognisable music from children's films in a relaxed format where there is no requirement to remain seated. The idea is to give children the opportunity to hear live music in a familiar setting and to hear a wide range of instruments from flutes to baritone saxophones.

Whilst there is no charge for the concert, there will be a bucket collection in aid of Mountbatten Hospice. Cold drinks and cakes will also be on sale, in exchange for cash donations to the hospice. This promises to be an exciting opportunity for the children to experience live music in a familiar setting.



Superb singing at Saint James: Langridge and Parker rival Lennon and McCartney

When asked to recall exceptional singers and talented pianists, some of us might consider Elton John, Billy Joel, Stevie Wonder or Paul McCartney as artists who possess these talents. Those of us fortunate enough to be slightly younger might think of more contemporary stars such as Lady Gaga, Alicia Keys or Taylor Swift. However, if you are a pupil at Saint James Primary School, two names instantly come to mind. A duo whose talents compliment each other perfectly; Mrs Langridge and Mrs Parker!

Whilst it is always a pleasure to listen to the beautiful singing that emanates from the hall during Collective Worship, there is something even more special about having excellent tutelage and live accompaniment. It raises the standards to an exceptional level. Try to imagine watching a concert from your favourite artist on TV. It is certainly enjoyable, but most would admit that it doesn't come close to experiencing the same act live. This is definitely the case with the singing at Saint James since it's been enriched by the talents of Mrs Langridge and Mrs Parker. Live piano playing beats a CD every time!



From the enjoyable warm-ups through to the perfect pronunciation and top tips, we have heard the quality of the singing audibly improve since the talented duo took over. It has been a pleasure to hear the children rehearsing the songs for harvest this week.

However, we do have one small complaint that we would like to tender. The quality is now so high, it is reducing productivity in the office as we stop to delight in and listen to the beautiful singing! We would like to extend a huge thank you to Mrs Langridge and Mrs Parker for leading the singing so superbly.

New clubs at Saint James – please book over this weekend

You will have noted, from the email sent out earlier this week, that the booking system for staff-run clubs has opened today. Available via your Arbor account, the system will close on **Monday 6th October 3pm**. Places will be allocated on a first come-first served basis. We hope your child is able to find something they like, in the diversity of offerings.

We would like to draw particular attention to a new dance club that we are thrilled to be offering, free of charge:

An exciting new opportunity is arriving at Saint James Primary School.

Discovery Dance offers pupils of Saint James free dance lessons from an experienced dance teacher, ranging from a variety of dance styles and giving pupils opportunities to perform.

Our classes help develop gross and fine motor skills, balance, coordination, flexibility, and posture.

This class provides a space for self-expression through movement and music, promoting confidence, friendship, and joy in an inclusive environment.

Classes will run as follows:

Tuesday mornings starting at 7.50am - Key stage 2



Prayer group for Saint James families

Reverend Linda has shared that it was lovely to be able to greet parents and grandparents to our newly formed prayer group on Thursday. After the success of the first session, we will be continuing to hold the prayer group on the first Thursday of every month at 2.45pm. The next meeting will take place on Thursday 6th November. Absolutely no experience is needed, it is just an opportunity for all members of our Saint James family to come together and offer prayers about the things they care about.

Avoid being late and missed learning time

Since the timing has changed for the beginning of the day, we have noticed a number of children regularly arriving late. Whilst we recognise that, on rare occasions, this can be unavoidable due to bad traffic or scheduled medical appointments, we have noticed that some children are regularly arriving after the 8.45am start time.

We feel that we need to inform you that parents are liable for a fine, once children have arrived late on ten occasions. Please endeavour to get your child to school on time.

Vacancy on the Saint James governing body

Saint James Primary School is seeking to appoint a dedicated and suitably experienced individual to join our Governing Body as a Parent Governor.

We are particularly interested in candidates with a background in finance or strong numerical skills. The successful applicant will serve on the Resources Committee, which oversees key areas including human resources, personnel, and budgetary matters.

This role involves:

- Reviewing and scrutinising the school's budget, with close attention to income and expenditure
- Supporting the school in meeting the Schools Financial Value Standard (SFVS)
- Providing strategic oversight to ensure financial decisions align with the school's priorities and statutory responsibilities

Previous governance experience is not essential, but a commitment to supporting the school and its community is vital. Training and support will be provided. The ability to be available during the school day for meetings and monitoring would be an advantage. Full details are available in the attached letter.

If you are interested in contributing your expertise to help shape the future of our school, we would be delighted to hear from you.

If you're interested in applying for the role, please complete the candidate form attached to an email you will have received on Wednesday 1st October. Please return completed applications to the school office by 3pm on Wednesday, 15th October 2025, or alternatively email your application form to Hayley Bach, Clerk to the Governing Body: clerk@st-james-westend.hants.sch.uk.

Empowerment Approach – free online seminar

We are pleased to invite you to a **free online training session** led by **Kit Messenger, the author of Curious Not Furious**, on **Wednesday 22nd October at 7:30 PM via Zoom**.

Kit will be introducing **The Empowerment Approach**—a compassionate, neuroscience-informed framework that helps adults support children's emotional regulation, behaviour, and learning. This approach focuses on understanding the reasons behind behaviour, building strong relationships, and empowering children to develop the skills they need to thrive.



We have been implementing the Empowerment Approach across our school, and it is already having a positive impact on how we support children both in and out of the classroom. This session will give you insight into the principles we are using and offer practical strategies you can use at home to reinforce the same supportive and empowering environment.

Who is it for?

This session will be particularly helpful for:

- Parents and carers of children who experience emotional or behavioural challenges
- Those looking for positive, practical strategies to support their child's development
- Anyone interested in understanding more about how we approach behaviour and wellbeing in school
- Families who want to build stronger, more connected relationships with their children

Session Details:

- **Date:** Wednesday 22nd October
- **Time:** 7:30 PM
- **Location:** Zoom: Changing Chances is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81432142898?pwd=qKYWXMyhL9Yer9bIIWSIGYRKooB55A.1>

Meeting ID: 814 3214 2898

Passcode: Empower101

We hope you will join us for this valuable opportunity to learn more about the approach and how we can work together to support your child's development and wellbeing.

Harvest at St James church

This Sunday 5th October - Harvest Thanksgiving Service at St James Church at 10.30am (There will be no 9.30am or 11am services). Harvest donations for Eastleigh Basics Bank are warmly invited at this service.



Nasal flu vaccinations

As our nasal flu vaccination has taken place this week, access to the electronic e-consent form is now closed. However, the system will reopen shortly and, if you wish your child to receive a vaccination in future, you can then submit a form. You will be invited to a community clinic for the vaccination.

For the children who received their vaccination in school, their parents can provide feedback via the following link and QR code.

Link to Student, Parent & School Feedback:
https://shft1.qualtrics.com/jfe/form/SV_7POElvzS7IHxNI2



If the parents have any questions or still need to consent, please ask them to contact us at southwesthantsimmunisationteam@southernhealth.nhs.uk or 02382 318318.

Taking inspiration from the lion on our school badge; our girls' football team perform like England's lionesses

To fully understand the enormity of the task the Saint James Girls' football team faced on Wednesday, we need to take you all the way back to the opening game of the 2002 World Cup in Japan and South Korea. Qualifying for their first ever World Cup, Senegal were drawn against France, the reigning World champions and current European champions, too. A seemingly impossible task. In fact, Papa Bouba Diop's first-half goal for Senegal was enough to condemn France to defeat and cause one of the greatest shocks in World Cup history.

So, why the lofty comparison? Our brave girls' team were drawn in a very difficult first round Hampshire Cup tie against previous winners Hook-with-Warsash Primary School. What promised to be a thrilling encounter did not disappoint! Representing Saint James were eight resilient, respectful and hard-working players; Alba, Alice, Mia, Keira, Sophia, Amelie, Scarlett and Francesca and wow did they play well.

Five minutes into the first half and Alice turned a lovely pass around the corner to the on-rushing Amelie, whose deflected shot found the bottom corner... 1-0!

Hook replied with 2 goals of their own before the stroke of half time to end the first 20 minutes at 2-1. If it wasn't thanks to some outstanding defending from Mia, Francesca and the excellent saves from debutant goalkeeper Alba, things could have been away from us!

Second half and some changes to the lineup saw Keira attacking at full throttle down the right-hand side which cause all sorts of problems for Hook, but it was a through ball from Sophia which found the feet of Scarlett that saw us draw level. An excellent left footed shot from the edge of the box crashed into the top corner! Moments later, the industrious Keira played a lovely switch to Scarlett, who made the most of the opportunity and put us 3-2 up!

Time ticked past agonisingly slowly as Saint James tried to see out the most unlikely of victories, but a fantastic effort from the Hook central midfielder looped its way into the top corner. 3-3.

Extra time came and went in a flash and we were left with the cruelty of penalties. Sophia and Amelie nominated themselves to take the first two and both finished superbly, but the standout performer was Alba who, playing in her first ever football game, pulled out two phenomenal saves winning us the game and sending us through to round two.

The girls should be immensely proud of their achievements today, and Mr Walsh is still riding high on the wave of excitement this has created! We would like to extend an enormous 'thank you' to Mr Walsh for coaching and accompanying the girls to the game and our wonderful parents for driving our players and supporting them throughout. See you all in the next round!



Saint James boys' football team got their sports confused, as they complete their game with a rugby score!

This week saw a mixed bag of results, as English teams aimed to progress far in this season's UEFA Champion's League. We saw a beleaguered Liverpool side lose in Turkey to Galatasary, and an unfortunate Manchester City side 'pegged back' twice for a draw by opposition from the French league, Monaco. However, Arsenal triumphed 2 – 0, giving them maximum points so far and an excellent chance to progress far into the competition. Like Arsenal, Red Barn school scored two goals in their Hampshire cup game, on Thursday. However, unlike Arsenal, Red Barn have lost all opportunity to progress further in their cup competition as their opponents, Saint James, scored sixteen goals in response! Yes, you heard that right: sixteen!

Thursday saw the Saint James' boys football team begin what they hope to be a fruitful venture into the Hampshire cup against unknown opposition Redbarn Primary School. With school spirits already lifted from the girls' triumph the day before, as well as a remarkable run of form going into the game, it is safe to say expectations were high. Representing the school were Charlie, Henry, Taylor, Lucas, Max, Harry, Connor, Jude, Ben and Joey.

On any normal day, we would provide you with a detailed breakdown of each goal, however highlights will have to suffice as this short newsletter would be more akin to a broadsheet newspaper in size!

Saint James cruised to a quick 6-0 lead with the standout goal going to Henry who scored an excellent freekick from 25 yards. The play from the boys was simply outstanding and they truly looked a class above their opposition.

Shortly before halftime Redbarn Primary did score a goal of their own from close range but there wasn't to be a fairytale comeback for them.

The second half continued in much the same fashion. Outstanding performances from all over the pitch saw goals galore. The pick of the second half was a mazy run from Taylor who, collecting the ball in his own half of the pitch, glided through four or five players in red before rifling home.

The result at full-time might more commonly be attributed to a rugby game than a game of football; Saint James 16 – Redbarn 2! With three children scoring hattricks, the list of scorers reads; Connor x 3, Max x 2, Henry x 1, Lucas x 3, Harry x 3, Jude x 2 and Taylor x 2.

As always, we would like to extend a huge 'thank you' to the parents who drove the children to the event and supported them throughout. We would also like to thank Mr Walsh for his excellent coaching and tactical nous and for giving up his time to coach the team and accompany them to events.

We eagerly await our second round tie and to see how far these talented players can go!

October 2025



Get Togethers



2nd October, 10 -12pm: Fleet Get Together- Fleet Town Football Club, Crookham Road, Fleet Hampshire GU51 5FA -

8th October, 10-12pm : Basingstoke Get Together - The Viables Craft Centre, 19 The Harrow Way, Basingstoke RG22 4BJ ****SENDIASS ATTENDING to offer 1:1 support****

14th October, 10-12pm: Havant Get Together - Horizon Havant, Civic Centre Road, Havant, Hampshire, PO9 2AY

21st October, 10-12pm: Eastleigh Get Together - St Francis Hall, Nightingale Avenue SO50 9JH

22nd October, 8-9pm: online Evening Get Together - - Meeting ID: 890 6612 2644 Passcode: GT

- Connect with other parent carers
- Relax over a cuppa in a friendly, non-judgemental space
- Share experiences & local issues
- Give feedback on services supporting your children & young people

This month Hampshire SENDIASS will be attending the **Basingstoke** session. They will be available to offer 1:1 time to discuss your personal journey and will offer in the moment guidance to help your young person 0-25.



For more information please contact: participation@hpcn.org.uk



Hampshire and Isle of Wight Healthcare
NHS Foundation Trust

School Nurse Clinic

Who are we?

School Nurses are public health professionals who work with parents, children, and young people to support health and wellbeing needs.

What will be doing?

We are trialling a bookable school nurse clinic once per half term for your school. This will give you the chance to meet face-to-face with a team member to discuss any concerns you may have about your child.

sleep

toileting

healthy lifestyles

emotional wellbeing

Call the Eastleigh School Nurse team on 02382 318752 to book your appointment.



SJSA The PTA for Saint James School

AUTUMN DISCO

Thursday 16th October

Year R: 2.00pm-2.45pm
 Year 1 & 2: 2.45pm-3.45pm
 Year 3 & 4: 4.00pm-5.00pm
 Year 5 & 6: 5.15pm-6.15pm

Please drop off and pick up your child at their classroom.

£4.50
 Includes water or squash,
 and a snack!
 (NO high heels or phones
 allowed)



To book and pay for your child's place please visit
<https://sjsa.sumupstore.com/product/disco-16th-october>
 or scan the QR code above.

Please ensure you 'ADD TO BASKET' and enter your child's name and class
 in the 'Your Message to Merchant' and include any dietary requirements or
 Night Owls arrangements.

Thursday 16th October will also be a non uniform day
 Suggested donation of £1 to be given to class teacher.

SJSA

AGM MEETING

Thursday 9th October @ 3.30pm
Gambia Classroom

Everyone Welcome!

School children can attend the creche in the classroom next door.
 Young (non school) children can stay at the meeting with parents.

Email: sjsa101@hotmail.com

SJSA The PTA for Saint James School



SJSA The PTA for Saint James School

ST JAMES PRIMARY SCHOOL

LEARNING THROUGH SPORT

AFTER SCHOOL CLUBS

CLUB TIMETABLE

MONDAY- FOOTBALL YRS R-2
TUESDAY- FOOTBALL YRS 3-6
WEDNESDAY- FOOTBALL YRS R-6
THURSDAY- FOOTBALL YRS R-6
FRIDAY- DODGEBALL YRS 3-6

CLUBS INCLUDE:
 FOOTBALL & DODGEBALL
PRICE- £6 PER SESSION
STARTS 3RD NOV
BOOK TODAY!

MONDAY TO FRIDAY
 3:30 pm - 4:30 pm
 All bookings must be made in advance



learningthroughsport.co.uk/st-james/

Dream Empire Events LTD

St James' Church West End

HOUNDS in the GROUNDS & Harvest Fair

Saturday 4th October 2025
10am- 3pm
St James Church, West End,
Southampton SO30 3AT

Dog friendly stalls - Pet accessories
Em's Friendly Farm - Natural dog treats
Dog fancy dress competition - Raffle
Craft stalls - BBQ & refreshments
Musical sits competition - Pet businesses
Local animal charities - Scarecrow Trail
Free Kids Craft Table - Musical entertainment
& more to be announced!

www.dreamempireevents.co.uk

Administration job at St James church

St James Church have informed us that they are looking to recruit a part-time parish administrator and wondered if the position might be of interest to members of our wider Saint James family. We are providing a synopsis of the role below, if you are interested and would like to find out more, please contact Reverend Vicky whose contact details are below.



Job Description - Church Administration and Support

Role profile:

- *Support the vicar, churchwardens, ministry team and church officers
- *Respond to queries, emails and post.
- *Draft the weekly church email to forward to the vicar for approval, prior to distribution.
- *Schedule weekly service role reminder emails.
- *Support the ministry team in preparing and printing service materials.
- *Print prepared Church Alive materials as requested.
- *Preparing and printing monthly notice sheet
- *Administration for occasional offices (baptism, weddings, funerals, ashes internments, banns)
- *Support Church Treasurer with finance administration
- *Provide administrative support for Stay and Play.
- *Liaise with Data Protection officer re GDPR forms
- *Print, maintain and update Church literature and materials.
- *Order stock for church purposes
- *Day to day management and maintenance of photocopier

Other such tasks as may be reasonably requested

Church and Hall Diary and Bookings:

- *Keep the Church and Hall diary up to date
- *Oversee the administration of Church and Hall bookings; including booking dates, arranging opening and closing/keys, dealing with booking form records and liaising with Finance Team.
- *Raise awareness/publicity to increase Hall bookings in liaison with Church Hall Committee

Publicity and Communication:

- *Responsibility for the church website and *ACHurchNearYou* making sure it is kept up to date and all relevant services are advertised clearly.
- *Ensuring all noticeboards are kept up to date with relevant information and displayed in an attractive and creative manner.
- *Print and display posters for church services, prepare posters if needed.

Person Specification:

The successful candidate will:

- *Be a person of integrity with a high standard of written and oral communication skills and show attention to detail
- *Be a team player, possessing excellent interpersonal skills. This person will demonstrate patience, enthusiasm and understanding.
- *Demonstrate the ability to handle sensitive and confidential information with discretion and in accordance with GDPR and safeguarding legislation, whilst being a good co-ordinator and communicator.
- *Be a reliable administrative support, prepared to work with the vicar's direction, exercising judgement within agreed boundaries, with a flexible approach to the unpredictability of church life.
- *Possess the ability to work independently and prioritise workload with a focused and pro-active approach.
- *Be an experienced administrator, the candidate will demonstrate excellent IT and word processing skills; confident in the use of Microsoft office products and have the willingness and enthusiasm to use and develop other office systems appropriate to the needs of St James' Church.
- *Be able to maintain out website content and be creative in marketing and promoting church activities through social media, together with producing flyers and posters for noticeboards, events and services.
- *Be sympathetic to the mission and ethos of St James' Church

Essential:

- * Pass qualification in English Grade C or above or equivalent
- *Previous administrative experience including Microsoft and Word processing
- *Good communication skills
- *Demonstrate independent working
- *Demonstrate confidentiality
- *Willingness to learn

Desirable:

- *Website and social media experience
- *Marketing and promotion experience
- * Advanced IT skills

We are offering:

- *training and support on the job
- *flexible working subject to agreement

The contract:

- *Part-time post of 9 hours a week over 3 days with scope for flexibility
- *Subject to a probationary period of 3 months.
- *Responsible to the Church Council, represented by the vicar
- *Holidays: 28 days a year pro-rata including statutory holidays.
- *Salary of £12.50 per hour
- *Office space including use of a laptop is provided. (opportunity to work from home for some of the hours)
- *Includes an induction and annual review.

The appointment is subject to an enhanced DBS check. We operate a safer recruitment policy.

For an informal chat or more information please contact the vicar, Reverend Vicky Maunders at stjameswe.vicar@gmail.com or 07762 673350.

Application deadline – 12 noon on Friday 10th October