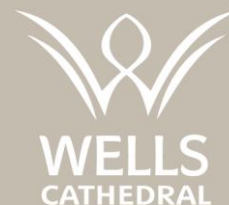


Job Description



Job title:	Administration and Office Assistant
Department:	Administration
Reporting to:	Chief Finance Officer
Salary:	£23,338 per annum
Employment status:	Full time; permanent

The role:

Wells Cathedral is seeking a proactive and highly organised Administration and Office Assistant to provide essential administrative and office support across key functions. This role is central to the smooth running of Cathedral operations, supporting the Chief Finance Officer, HR Manager, and Governance Officer and working closely with the Chief Operating Officer's PA and the Dean's EA with a range of administrative tasks, meeting coordination, and general office duties. Maintaining confidentiality and discretion with sensitive information is an important part of the role.

About us:

The City of Wells

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and High Street, the Bishop's Palace, and the magnificent Vicars' Close, Europe's oldest continuously inhabited street.

The Cathedral

Wells Cathedral is one of England's most beautiful and significant Cathedrals, which has been inspiring pilgrims for nearly 850 years. It is the seat of the Bishop of Bath and Wells and the Mother Church of the Diocese of Bath and Wells and plays an important role in the cultural identity of Somerset. The Cathedral represents the area's spiritual and cultural heritage and is for many a symbol of local pride, and a place that connects the present-day community to centuries of history and Christian tradition. Wells Cathedral has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its warm welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and events.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation which oversees a diverse tapestry of activity. The Cathedral is also a regular host to a number of external organisations who provide concerts, events, and private and public gatherings, furthering our links

with the community. Following the implementation of the Cathedrals Measure 2021, Wells Cathedral is registered as a Charity and is now dually regulated by the Charity Commission and the Church Commissioners. The Chapter is the governing body of the Cathedral, and the Chapter members are Trustees of the Charity. Further details of the Cathedral's life may be found on the Cathedral's website: www.wellscathedral.org.uk

Main duties and responsibilities:

Administrative Support

- Provide day-to-day administrative assistance to the Chief Finance Officer, HR Manager, and Governance Officer, including diary support.
- Maintain accurate records and filing systems (digital and physical).
- Support HR processes such as scheduling interviews and co-ordinating interview panels and maintaining personnel files.
- Support setting up of Chapter and Committee meetings, co-ordinating, circulating and printing papers, booking meeting rooms and making appropriate catering arrangements.
- Assist with governance-related documentation and coordination, for example tracking policy renewal deadlines.
- Prepare, format, and distribute documents, reports, and correspondence for a range of internal and external meetings and prepare agendas and supporting materials as required and make any arrangements for travel or parking.
- Track action items and follow up as needed.

Office Support

- Key point of contact for all office related matters, liaising across the organisation as required.
- Manage incoming and outgoing post.
- Monitor and replenish office supplies, ensuring cost-effective procurement.
- Liaise with suppliers and service providers as required.
- Maintain a tidy and welcoming office environment and ensure that all staff have the resources required to enable them to deliver their roles effectively.
- To undertake any other duties as required.

Person Specification

Essential:

- Have the right to live and work in the UK
- GCSE Grade 4/C or above in English and Maths or equivalent qualifications
- Adept usage of IT databases and Microsoft Office applications
- Good time management skills – able to balance conflicting priorities and meet deadlines
- Ability to manage multiple tasks and prioritise workload to meet deadlines in a busy environment
- Ability to develop positive working relationships with individuals at all levels of the organisation and externally, and an excellent team player
- Attention to detail, ensuring accuracy in documents and communications
- Positive, optimistic and can-do attitude
- Flexible attitude to work (due to the nature of the work some extended hours working may be required but this should be minimal and have advance notice)
- Be practical and show common sense with adaptability
- Good problem-solving skills and ability to find solutions
- Strong organisational skills
- Demonstrating initiative and the ability to work independently when needed
- Good oral and written communication skills and a friendly demeanour
- Able to follow instructions
- Commitment to personal development and continued learning
- Demonstrating commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults

Desirable:

- Able to work in sympathy with the aims and ethos of the Church of England

Main Terms & Conditions

Employment status:	Permanent												
Location:	Wells Cathedral, 16 Market Place, Wells, Somerset, BA5 2RB												
Hours of work:	35 working hours per week. Core hours are 9.00 a.m. to 5.00 p.m. (Monday to Friday) with an unpaid lunch break of 1 hour each day.												
Remuneration:	£23,338 per annum, payable on the 24th of the month or the nearest working day thereto.												
Discount:	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking:	Limited parking is available in the Cathedral car park. Cars are parked at the risk of the owner.												
Pension:	Defined Contribution Scheme. Contributions as % of salary: <table><tr><td>Age</td><td>Employee</td><td>Employer</td></tr><tr><td><50</td><td>3%</td><td>5%</td></tr><tr><td>50–55</td><td>4%</td><td>8%</td></tr><tr><td>>55</td><td>5%</td><td>10%</td></tr></table>	Age	Employee	Employer	<50	3%	5%	50–55	4%	8%	>55	5%	10%
Age	Employee	Employer											
<50	3%	5%											
50–55	4%	8%											
>55	5%	10%											
Expenses:	All reasonable working expenses will be met in line with Cathedral policy.												
Holiday:	5 working weeks plus bank holidays per year. The holiday year runs from 1 January to 31 December. Annual leave is authorised by the Chief Finance Officer.												
Probation:	This post will be subject to a probationary period of 6 months.												

How to Apply

Applications:

Closing date: **Friday 22 August 2025, 8.00 a.m.**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Department by email to: recruitment@wellscathedral.org.uk

Shortlisting:

Shortlisting date: **Friday 22 August 2025**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills.

We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

Selection process:

Interview date: **Friday 29 August 2025**

Further details about the interview process will be provided to shortlisted candidates. The appointment will be subject to the completion of pre-employment checks, including references and a satisfactory basic DBS check.

Safeguarding

We are committed to the safeguarding and protection of all children, young people, and adults, and the care and nurture of children within church communities. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website at www.wellscathedral.org.uk.

The successful candidate will be required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process. All forms will be kept securely in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.