

The Diocese of Chelmsford Vine Schools Trust is a multi-academy Trust comprising of 19 Primary schools.

We are looking to recruit an Academy Support Officer that will be based in our Chelmsford office.

This is a permanent position working 22.5 hours per week, 52.14 weeks per year with some flexibility on working days.

The salary is Local Government Band 4 to 5, Points 26 - 43 (depending on experience).

FTE £23,866 - £39,002 (based on a 37-hour week, 52.14 weeks per year)

Pro-rata: £14,513 - £23,717

A full job description is attached and should you have any questions then please feel free to email Anne Lovell at anne.lovell@vineschoolstrust.org or Brendon Ince at Brendon.ince@vineschoolstrust.org

You can download an application form at <http://www.vineschoolstrust.co.uk/vacancies> and return to coo@vineschoolstrust.org or you can post it to The Vine Schools Trust, 53 New Street, Chelmsford, Essex, CM1 1AT

The closing date for all applications is Wednesday 30th January 2019.

Interviews will be held in Chelmsford on Monday 4th February 2019.

The Vine Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to vetting including an enhanced Disclosure and Barring Service (DBS) check.