

The Diocese of Chelmsford Vine Schools Trust is a multi-academy Trust comprising of 19 Primary schools. We are currently looking to recruit 3 temporary central Processing Assistants that will be based in our Chelmsford office. They are on a 6-month temporary contract with a review of the roles at the end of this period.

You will be part of a temporary central finance team responsible for the purchasing administration function using PS Financials.

You will be required to work between 20-25 hours per week with some flexibility on the hours and days.

Salary is Local Government Band 2, Point 11 -16 (depending on experience.

FTE £17,007 - £18,319 (based on a 37 hour week, 52 weeks per year plus holiday)

A full job description is attached and should you have any questions then please feel free to email us at the address below.

Please download and complete the application form and return to [support@vineschoolstrust.org](mailto:support@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 Thursday 15<sup>th</sup> November 2018.

Interviews will be held in Chelmsford on Wednesday 21<sup>st</sup> November 2018.