

Central Processing Assistant

Salary/Pay Range: Essex Local Government Pay Scale 4, Point 6 (£19,698 p.a.)

Contract Type: Full time

Contract Terms: Permanent

Location: The Vine Schools Trust Diocesan Offices, Chelmsford, Essex

The post is full time 8:00am to 4:00pm 52.14 weeks per year

The Vine Schools Trust is a multi-academy trust responsible for 23 schools within the Essex area. The Central Team is united by their commitment to the principles of the trust and a common belief in the benefits of working collaboratively.

We are entering an exciting phase in our development as a MAT, and part of our growth plan involves the development of the operational, non-educational aspects of the Trust.

The ideal candidate will:

- Have ambition, enthusiasm and the desire to make a difference;
- Can demonstrate excellent organisation and communication skills;
- Work well as part of a team;
- Be committed to the ethos and aims of a Church School Trust.

In return we can offer:

- A caring, friendly, Christian ethos that aims to develop everyone to their full potential and where every person is valued;
- A supportive staff team;
- A clear vision for the future.

Please refer to the attached job description and person specification for full breakdown of duties.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The appointment is subject to safer recruitment procedures which will include an advanced DBS check.

To apply for this position, please download our application form and submit it to Dawn Stevens, Compliance and Processing Manager at Dawn.Stevens@dcvst.org.

Start date: A.S.A.P.

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