

Admin Coordinator Vacancy

Southminster and Latchingdon CofE Primary Schools

Start Date: 29th August 2022

The Vine Schools Trust is looking for a self-motivated and enthusiastic team member with excellent administration and communication skills. The role will include supporting the Schools, Senior Finance Partner and the Director of Finance and Operations. This position is for 30 hours per week, Monday to Friday. The successful candidate will be required to work during all of the school term including non-pupil days, plus two weeks over the holiday periods.

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.

Salary:

Vine Support Staff Scale 5, Point 8

Place of work:

Southminster and Latchingdon CofE Primary Schools

Applications close on 8th August 2022.

Interviews will be held via Teams on 12th August 2022.

If you are interested in this post please email any questions or your completed application form to debbie.mcmanus@dcvst.org.

A full job description and person specification, our Privacy Notice and our Recruitment & Selection Policy Statement are attached.

53 New Street
Chelmsford
Essex
CM1 1AT
<http://www.vineschoolstrust.co.uk>
email: admin@dcvst.org

