

**Admin Coordinator Vacancy
(Permanent Position)**

Latchingdon CofE Primary School

Start Date: As soon as possible

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, Finance Partner, Senior Finance and Compliance Manager and the Director of Finance and Operations in terms of finance, HR, payroll and GDPR. This position is for 10 hours per week, Monday to Friday (potential to work the 10 hours over less than five days per week for the successful candidate). 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 9, FTE £25,119.00, Pro rata £6,106.64.

Place of work:

Latchingdon CofE Primary School

Applications close on 13th February 2024.

Interviews will be held on TBC.

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.

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