



Post: Admin Assistant
Hours: 37 hours per week, 40 weeks per year (term time plus inset days and one week in the holiday's)
Contract: Permanent contract
Salary: Scale 3, Point 5 £20,642.50 per annum
(full time equivalent salary £23,500)
Start date: 4th November 2024
Location: St James' Church of England Primary and Nursery School. Colchester

Our school has been serving the community for over 150 years and we provide a caring and nurturing environment for all the children attending St James'.

The successful applicant will work within the school office at St James' Church of England Primary School and Nursery.

Knowledge of Arbor is preferred, but training will be provided to the successful applicant.

The successful candidate must:

- communicate well with parents, carers and members of staff, as well as pupils
- work well as part of a team
- display a professional attitude
- have good organisational skills
- be able to use their own initiative
- remain calm under pressure
- have a sense of humour
- be committed to supporting the values and ethos of our Church school.
- Experience of supporting attendance in a primary school setting would be an advantage

Please see the Job Description and Person Specification for more information on the job role and the skills we require.

For further information, please contact Karen Jones (Karen.Jones@dvcst.org).

We can offer:

- friendly, polite, and well-behaved children who enjoy learning.
- a welcoming school with a friendly and dedicated team.
- support and professional development opportunities.
- a happy working environment

We warmly welcome visits to the school to discuss the post

If you would like to apply, please complete the online application form via Essex School Jobs. Alternatively, please complete the Vines Trusts application form and return to Lisa.Webb@Dvcst.org

Applications closing date is Midnight Thursday 10th October 2024

Interviews on 15th of October 2024.

Please note that we will be reviewing applications regularly and may close the advert earlier than the 10th October, depending on the level of interest received.

Our school is committed to safeguarding and promotes the welfare of children and expects all staff to share this commitment. The appointment will be subject to a successful enhanced DBS check and additional pre-employment checks. A full job description and person specification, our Privacy Notice and our Recruitment & Selection Policy Statement are attached.