

# St Nicholas' Chantry C of E Primary School

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**Headteacher:** Peter Treasure-Smith  
**Executive Headteacher:** John Wells

*Guiding Children Towards Learning For Life*



November 2018

Dear Candidate

## **School Business Administrator Vacancy**

Thank you for your interest in the above post. We welcome your application and enclose some details about the school and the post.

St. Nicholas' Chantry CE Primary School is an expanding school currently catering for 386 children from 4-11 years. It came into existence in September 1995 as a result of the amalgamation of Highdale CEVC Junior School and St. Andrew's CEVC Infants' School. The school was the subject of extensive refurbishment and is fortunate to enjoy improved facilities in an enviable setting. St. Nicholas' Chantry Out of School Club opened in September 1997 to cater for children after school hours and in the holidays. Our journey continues in that since 1 February 2018 we have become part of the Clevedon Learning Trust.

St. Nicholas' Chantry School serves the community of Clevedon and in particular East Clevedon. It has, and will retain, strong links with the local parish church of Christ Church. The school benefits from a flourishing Friends Association and parental involvement with in the school is encouraged. We are recognised as a School for Health and we have achieved Sports England Activemark and an Eco School award.

We are committed to promoting and safeguarding the welfare of children. Your referees will be asked to share any disciplinary investigations.

We have also enclosed a 'Confidential Declaration of Criminal Record' for you to return, in a sealed envelope, with your application, if you are shortlisted then the envelope will be opened, if not it will be shredded unread.

Visits are welcomed by arrangement with Peter Treasure-Smith, Headteacher. All applications should be returned addressed to the School Business Manager. Please refer clearly to the job description and person specification in your application, showing clearly what attracts you to this post in our school and why you think you are suited to it.

The interview date is Monday 17 December 2018. During this time there will be an opportunity to tour the school, an administrative task and a formal interview.

We look forward to receiving your application.

Yours faithfully

**Christine Chiverton**  
**School Business Manager**