

# St Nicholas' Chantry C of E Primary School

Highdale Avenue | Clevedon  
North Somerset | BS21 7LT  
01275 873132  
office@stnicholaschantryschool.org.uk  
www.stnicholaschantry.co.uk



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

*Guiding Children Towards Learning For Life*



## EMPLOYMENT OPPORTUNITY



*The Clevedon Learning Trust (CLT) was launched on 1<sup>st</sup> January 2015. The CLT is currently formed of eight schools in two geographical areas; one secondary and four primary schools in Clevedon and three primary schools in Bridgwater. The CLT brings with it a new, innovative and student focussed approach to education within local communities. The CLT will provide high quality education and experiences for children and families. We will achieve this through our formal school partnership, using the most effective teaching and learning strategies, the best resources and facilities and the clearest progression routes for our children from the age of 0 to 18.*

**St Nicholas' Chantry Primary School** is a 4-11 Primary School (386 on roll). We are committed to providing an outstanding education to the young people of our school community and being centred on growth, development and achievement. The school has a strong Christian ethos and has high expectations of all its staff and pupils. We have a strong vision and a well-designed school improvement drive that is based on secure values and the idea that people matter. Clevedon is a lovely place to work and the community we serve value education and share our ideas about aspiration and success.

## School Business Administrator

**Required : As soon as possible  
Permanent**

**Salary: JG5, £21,589-£24,799 p.a. (pro-rata)**

**37 hours per week, Term Time plus 5 Inset Days**

Due to the promotion of our current Business Administrator we are looking to recruit a friendly, enthusiastic and highly professional individual to join our busy and hardworking support team.

As a School Business Administrator you will be responsible for financial, administrative, human resources, school resources, health & safety and welfare of pupils, plus line managing the School Business Assistant. Previous experience in a school setting would be an advantage but is not necessary, as training can be provided. However, previous experience in a busy office environment is essential, as is the ability to remain calm and professional under pressure.

### We offer:

- An organisation committed to excellence where pupils and staff are valued
- An innovative, vibrant and forward thinking school
- An experienced, supportive and committed staff team that work hard for the benefit of all the children
- Professional development opportunities.

### You offer:

- Patience, a good sense of humour, enthusiasm and professionalism.
- A commitment to be part of a forward thinking school where standards matter
- Committed and driven to high standards, personal success and self-development
- Commitment to be part of a Multi-Academy Trust that can support a variety of professional development opportunities

If you are interested in this post please contact Belinda Marney, School Business Administrator, on 01275 873132 to discuss the role or to arrange a visit to the school

An application form and further details are available from [www.stnicholaschantryschool.org.uk](http://www.stnicholaschantryschool.org.uk)

**Tel:** 01275 873132      **Email:** [bmarney@stnicholaschantryschool.org.uk](mailto:bmarney@stnicholaschantryschool.org.uk)

**CLOSING DATE FOR APPLICATIONS: Friday 25<sup>th</sup> October 2019 , 9am.**

**Interviews date: Week beginning 4<sup>th</sup> November 2019**

*Clevedon Learning Trust is committed to safeguarding and all applicants will be vetted through ISA/DBS checks*