

Central Processing Assistant – Full time Permanent

The Vine Schools Trust, Chelmsford

Start Date: ASAP

The Vine Schools Trust is looking for a self-motivated and enthusiastic team member with excellent financial, administration and communication skills. The role will include supporting the Schools, Finance Partner, Head of Finance and the Chief Financial Operating Officer in terms of purchase orders, invoices and payments. This position is for 37 hours per week, Monday to Friday.

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 4, Point 8, £26,824

Place of work:

The Vine Schools Trust, Chelmsford

Hybrid (three days working from home after successfully completing probation period)

Applications close on 5th August 2026

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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