



Great Oak Multi Academy Trust

School Street, Great Chesterford, Essex CB10 1NN

Telephone: 01799 530292

MAT Premises Manager and Finance Assistant

Scale 7, SCP 19-24, FTE £27,852 - £31,099 pa (Actual salary £17,793.88 - £19,868.30)

25 hours per week, term time plus 5 weeks non-term time

We are seeking to appoint an enthusiastic, professional and highly motivated Trust Premises Manager and Finance Assistant, based at Great Chesterford, as soon as possible. This is an exciting and challenging post which will provide opportunities for the successful candidate to support the Trust and develop their own skills.

The successful applicant will have:

- Experience of an administrative role within an organisation
- An understanding of basic finance and health and safety in the workplace would be desirable
- Excellent computer skills including Microsoft Office suite.
- Strong communication skills for a range of stakeholders.
- Excellent organisational skills including the ability to use their own initiative.
- A cheerful and positive attitude with the ability to remain calm under pressure.

The post is for 25 hours per week, over 4 or 5 days, term time, plus 5 weeks non-term time. The working pattern is flexible and we will be able to discuss hours, working weeks and remote working during non-term time during interview.

Great Oak MAT is a small friendly Trust made up of Great Chesterford C of E Primary Academy and Debden C of E Primary Academy, connected by a common commitment to learn from each other by sharing good practice and experiences, as well as supporting each other across the Academy community. Our purpose is to work as a team to develop collaboration to ensure every child within Great Oak MAT has the best possible educational experiences. Visits to our friendly Trust are warmly welcomed and encouraged. These can be arranged via the school office on 01799 530292.

Closing Date: Midday on 5 December 2022

Interviews: 7 December 2022

Application forms, job description and person specification can be downloaded via the Trust website.

Great Oak Multi Academy Trust has a strong focus on promoting Christian values. To find out more about this exciting opportunity and our Trust, please visit <http://www.greatoakmat.co.uk>. Please email your application or further queries to sdyster@greatchesterford.essex.sch.uk

Great Oak Multi Academy Trust is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references and enhanced DBS checks.