

**Trust Coordinator Vacancy  
(Permanent Position)**

**St James CofE Primary School, William Martin Infant & Nursery School and William Martin Junior School (Harlow)**

**Start Date: As soon as possible**

The Vine Schools Trust is looking for a self-motivated and enthusiastic team member with excellent administration and communication skills. The role will include supporting the Schools, Finance Partner, Head of Finance and the Chief Financial and Operations Officer in terms of finance, HR, payroll and GDPR. This position is for 37 hours per week, Monday to Friday. The successful candidate will be required to work during all of the school term including non-pupil days, plus two weeks over the holiday periods.

**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 5, Point 9, FTE £27,254.00, Actual Salary £24,515.01

**Place of work:** St James CofE Primary School, William Martin Infant & Nursery School and William Martin Junior School (Harlow)

Applications close on 23<sup>rd</sup> March 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](mailto: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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