



THRIFTWOOD SCHOOL

BUSINESS CO-ORDINATOR

35 hours per week

Closing date: Monday 28th March 2022 (midday)

Interview date: Friday 1st April 2022

Scale 6 (point range 12-17)

Term time plus one week (40 wpa to include Inset Days)

Actual Salary: £18,672.00 per annum (pro-rata), Point: 6

Start date: ASAP

Thriftwood is a school for children aged 7-14 with moderate learning difficulties. We are seeking a Business Co-ordinator to join our Finance Team supporting our Business Manager. The role is varied, providing financial support and administration across the School & College sites, although predominantly based on our school site in Galleywood. Team-work and the children are at the heart of everything we do, making Thriftwood a truly fantastic place to work.

What we offer:

- Career pathways
- Friendly, caring and helpful colleagues
- High quality professional development opportunities for all staff
- Wellbeing at the heart of everything we do (pupils and staff)
- A supportive Trust
- Varied, interesting work
- Lots of social activities

Full details can be found in the Job Description and Person Specification information.

A SEAX Trust application form MUST BE COMPLETED - available on the school & college website at <https://www.thriftwoodschool.com/> with additional information, or on request from the school office by calling 01245 266880

Return completed application form to: traceyimhof@thriftwoodschool.com

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:
Provide outstanding educational experiences for children and young people with special educational needs and to put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references, medical checks and ensuring compliance with the Disclosure and Barring Service process.

Interviews to be held at Thriftwood School, Slades Lane, Galleywood, Chelmsford CM2 8RW