



Veritas Multi Academy Trust
c/o Pilgrims' Way Primary School & Nursery
Pilgrims' Way, Canterbury. CT1 1XU

Business Assistant

Salary Scale: KR5 £17,827 - £19,608
37 hours per week (All year round contract)

Could you be our new Business Assistant?

Due to the growth of Veritas Multi Academy Trust we are looking to recruit a Business Assistant who will be primarily based at Pilgrims' Way Primary School and Nursery.

The Business Assistant will support the Trust Business Manager and Executive Group in all areas of the business function across trust schools. Working across Finance, HR, Infrastructure and Communications the successful candidate will need a wide range of abilities.

You will need excellent IT, literacy and numeracy skills, possess confidence and initiative and a willingness to contribute to the continued improvement of our wonderful schools. Previous school experience in any of finance, HR, buildings compliance and admin as well as experience of FMS & SIMS would be an advantage.

The successful candidate will also have the following qualities:

- Great attention to detail and ability to work under pressure
- Be flexible and able to work unsupervised
- Offer great customer service, with strong communication skills
- Have a 'can do' approach

We offer a positive and thriving school environment, a great staff team and a commitment to continuing professional development.

The post is for 37 hours a week, all year round. If you feel you have what it takes then we would love to hear from you.

Please contact Mrs Alison Moon, Trust Business Manager, on 01227 760084, email: tbm@veritasmat.co.uk to book a visit.

For further details and an application pack please visit the Vacancies section on the trust website (www.veritasmat.co.uk)

The closing date is **Friday 16 November 2018** at 12:00.

The date for interviews is **Tuesday 27 November 2018**.

Veritas MAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and relevant references being received.