



CATALYST

Aveley Primary

Stifford Road, Aveley, Essex RM15 4AA
Telephone: 01708 865868 E-mail: admin.aps@catrust.org.uk

Support Business Support Officer

Salary: Catalyst Pay Scale Band TLW/A Point TLW-4

FTE: £23,596 - £24,868 (Actual Salary £20,274 - £21,367)

37 hours per week (8:00am-4pm Mon, Tues, Wed, Fri, 8:00am-3:30pm Thurs), term time only

Location: Aveley Primary School

Start Date: ASAP

Aveley Primary is seeking to appoint an enthusiastic, efficient and highly motivated School Business Support Assistant, to join our hardworking office team and work alongside our School Business Manager in a personnel capacity.

The successful candidate will need to demonstrate:

- Understanding of safer recruitment
- Excellent ICT skills and an ability to manage a website
- Knowledge of Arbor preferable, training can be given
- The ability to work in a team
- Flexibility
- Excellent organisation and communication skills
- Discretion and confidentiality
- Excellent interpersonal skills with both adults and children

For an application pack, or to arrange a visit to the school, please contact the Headteacher, Sinead Viner on 01708 865868 or email admin.aps@catrust.org.uk.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

Closing Date: 24th April 2025 @ 9am.

Interview: Week Commencing 28th April 2025

