



Part-Time Business Support Officer (Maternity Cover)

15 hours per week
Term time + 3 weeks (41 weeks per year)
Permanent

Required as soon as possible

Pay Scale E; Point 8 to 11; actual salary £10,112.49 to £10,609.56

Email: speacock@chapelgreenschool.org.uk

Headteacher: Emily Severn

We are a maintained SEN school with 201 pupils, supporting children and young people with moderate, severe and profound additional needs. We are committed to providing a safe, nurturing and inclusive environment in which every pupil is valued and supported to achieve their potential.

We are looking for an organised, confident and detail-focused Business Support Office to join our team. This is a varied and important role, working closely with school leaders and staff to support the day-to-day financial running of the school.

The role includes:

- Managing the school credit card and processing school and trip purchases.
- Creating and managing purchase orders.
- Processing weekly BACS payments and invoices.
- Completing banking transactions and monthly reconciliations.
- Managing school invoicing, including swimming pool hire.
- Monitoring and following up on outstanding lunch and trip payments.
- Setting up and managing trip payment plans.
- Supporting budget planning, staff contracts and budget meetings.
- Working with colleagues to ensure financial processes are accurate and well organised.

About you

We are looking for someone who is reliable, highly organised, confident with numbers and previous financial experience, with excellent attention to detail. You will need to be comfortable working independently, handling confidential information and communicating confidently with staff, parents and suppliers.

If you enjoy being organised, solving problems and making sure everything adds up, we would love to hear from you!

Chapel Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check.

We welcome applications from candidates who share our commitment to inclusion, safeguarding and ensuring that every pupil has the opportunity to thrive.

For further details and an application form for this post, please contact Mrs Sue Peacock, Chapel Green School, Attleborough Road, Old Buckenham, Norfolk, NR17 1RF via email as shown above.

Closing Date: Thursday 22nd October 2026 @ 12noon

Interviews to be held: w/c 9th November 2026