

Wednesday, October 7, 2026

Dear «Initial»

Thank you for showing an interest in the post of **Part-Time School Business Support Officer** at Chapel Green School.

We are looking for an organised, enthusiastic and reliable Business Support Officer to join our administrative team. **This is initially a maternity cover position**, providing an opportunity to become an integral part of our school community and support the smooth and efficient day-to-day running of the school.

The successful candidate will work closely with the Headteacher, senior leaders and other members of the administrative team, providing a range of business and administrative support across the school. The role will include assisting with financial administration, purchasing, invoicing, record keeping, correspondence, data management and general office duties.

The successful candidate will contribute to ensuring that school systems and processes are well organised, accurate and compliant with relevant policies and procedures. The role may also involve supporting other areas of school administration as required.

We are a Complex Needs School for 201 pupils, aged between 3 and 19, with moderate, severe or profound learning difficulties. All pupils have different learning needs and they learn best when they are happy, supported and excited about learning.

You will need to be **well organised, efficient and able to demonstrate excellent attention to detail**. As part of a small administrative team, the ability to use your own initiative, prioritise your workload and respond quickly and calmly to changing situations will be essential.

You will need to demonstrate excellent communication and interpersonal skills, together with the ability and commitment to work collaboratively and provide support to other members of the administrative team. Confidentiality, discretion and a professional approach are essential, as the role will involve handling sensitive information relating to pupils, families and staff.

The successful candidate will have good administrative and IT skills, with the ability to maintain accurate records and use a range of computer-based systems. Experience of working in a school or other education setting would be advantageous, as would experience of finance, business support or general administration.

You will be employed for **41 weeks of the year**. The working hours are as stated in the job description.

For more information, please also consult our website: www.chapelgreenschool.org.uk

Should you be successful, the school is committed to supporting and furthering your professional development. You will take part in our Induction and Performance Management Programme and will receive appropriate support and training to enable you to develop your knowledge and skills within the role.

Our school provides an in-depth and ongoing training programme for all staff, and you will be expected to participate in all necessary training to maintain and update your skills and knowledge.

Chapel Green School, Attleborough Road, Old Buckenham, NR17 1RF

Tel: 01953 453116 office@chapelgreen.norfolk.sch.uk www.chapelgreenschool.org.uk



Safeguarding

Our school is fully committed to safeguarding and promoting the welfare of children and young people. To this end, any appointment will be subject to:

- **Two written references**, who will be asked to comment on your suitability for working with our pupils.
- **An enhanced DBS check**. The further responsibility to maintain the DBS Update Service lies with the employee, and you will be required to maintain your DBS Update Service registration while employed at our school.
- **Evidence of qualifications**, where applicable.
- **Proof of identity**.
- All necessary pre-employment and safeguarding checks in accordance with school and statutory requirements.

I hope you find the information attached useful.

The closing date for this position is **Thursday 22nd October 2026 at 12 noon**.

Please send your application for the attention of **Mrs Sue Peacock at Chapel Green School**. Please be advised that all applications should be completed electronically.

Interviews will be held w/c 9th November 2026.

Please do not hesitate to contact me if you require any further information.

Yours sincerely



Mrs Emily Severn
Headteacher

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