



North
Norfolk
**Academy
Trust**

c/o Sheringham High School, Holt Road, Sheringham, Norfolk NR26 8ND

Tel: 01263 822363

Website: www.nnat.org.uk Email: enquiries@nnat.org.uk

June 2019

Dear Colleague

Trainee / Assistant Business Manager
Salary range £24,313 - £26,317 pro rata
Permanent contract, 37 hours a week, 40 weeks a year

Thank you for your interest in the post of Trainee / Assistant Business Manager. The Central Team is based at the Compass Building, Stalham High School and looks after the finances, site and resources for all Trust Schools but you will be required to travel to all the Trust schools.

The person appointed will be an enthusiastic individual with good interpersonal skills and an eagerness to work and train on the job. This is a post, aspects of which may change over time as the Trust expands, and where the post holder needs to be adaptable. I attach a job description and person specification for the post.

We are very proud of the schools in our Trust and we are committed to growing it in a sustainable manner for the good of its students and stakeholders.

About the Trust

North Norfolk Academy Trust is made up of 5 schools; 3 primaries and 2 secondaries. We are a popular Trust that caters for around 1300 students aged from 3 to 18 who live in the towns and villages on the coast and the Broads.

Visitors to all our schools comment on the very positive relationships between staff and students, and recognise the focus on learning in caring and supportive environments. We are proud of our schools. All of us - staff, governors, trustees, parents and students - are determined to become an even better Trust.

I'm confident that you would find the Trust a most enjoyable and rewarding place to work. The person appointed to the post will be joining an excellent Central Team at a very exciting time in the development of the Trust.

The Trainee / Assistant Business Manager should look to be part of a modern, business-like approach with an emphasis on business partnership across the Multi Academy Trust. The appointee will help to develop and deliver a proactive, customer-focused service.

Closing date for applications, using the attached form please, is **9.00am on 17th July**.

Yours sincerely

Dr Andrew Richardson
CEO NNAT

North Norfolk Academy Trust Ltd comprises:

Sheringham High School

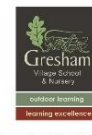
Stalham High School

Antingham and Southrepps Primary School

Cromer Junior School

Gresham Village School and Nursery

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