



## School Business Support - Reception/Admin/Headteacher's PA Abbeys Primary School

Abbeys Primary School  
Melrose Avenue  
Bletchley  
MK3 6PS

Headteacher: Sophie Good

Grade C £19,698-£20,092 FTE (actual salary pro rata £16,097-£16,419 from £10.21 per hour)

Full time (35 hours per week, 39 weeks per year - term-time plus INSET days only)

Permanent

Start date: ASAP

The Governors are seeking to appoint a well organised and enthusiastic, committed and highly motivated person to join the Administration Team at our school. The successful applicant will have excellent communication skills, work well under pressure and enjoy all aspects of organisational and administrative work. Working from the main School Reception desk, you will need to be well organised, flexible, reliable and discreet with personal warmth and a genuine love of children.

It is essential that the successful candidate is able to communicate clearly to children and adults in a calm and respectful manner, be reliable and trustworthy and work within the school's policies, including safeguarding and child protection. The successful applicant will be able to work to deadlines with initiative and discretion, and demonstrate accuracy and professionalism in all aspects of the role, utilising excellent IT skills (Excel, Word, Publication software). While it would be helpful to have experience of a similar role and of working in an education setting, this is not essential.

We offer a supportive staff team and Governing Body. Please contact Sue Lisanti, School Business Manager, on 01908 375230 or email [slisanti@abbeyesprimary.org](mailto:slisanti@abbeyesprimary.org) for further information. Further details are also available on our website: [www.abbeyesprimary.org](http://www.abbeyesprimary.org)

Please note that all applications must be made using our standard application form; we are unable to accept CVs.

**Closing date for applications:** 12 noon, Monday 31<sup>st</sup> January 2022

**Interview date:** to be advised.

*The 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 expected to undertake an Enhanced Disclosure DBS check. The Governors take child protection extremely seriously and all references offered will be followed. This post is subject to a successful probationary period.*