



St. Monica's Catholic Primary School

Currier Drive, Neath Hill, Milton Keynes, MK14 6HB

Telephone (01908) 606966

Email address: stmonicas@st-monicas.co.uk

School Business Support Assistant

37 hours per week, 38 weeks a year

Salary - Pay scale D1 - 3 (£25,992 to £27,269) pro-rated

Applications welcome from candidates with or without relevant previous experience.

We are looking for somebody willing to hold a key post of responsibility within the school.

The successful candidate will be:

- Confident in working with others and communicating with all members of our school community.
- Flexible and willing to take on responsibility for aspects of school life.
- Confident in working with IT for purposes of communicating with others.
- Supportive of the Catholic ethos of the school – you do not need to be Catholic and/or of faith to be considered.

If you are interested in developing your career and working in our school, please contact us for a job description and consider whether we may be for you. If you are not sure, particularly about whether previous experience is relevant, give us a call on 01908 606966 and we can discuss the role further.

We are looking for a key member of staff who will enjoy working in our school. Visits to/communication with the school are welcomed and encouraged with regard to this role so you can fully inform your application. Application forms are available from the school office at stmonicas@st-monicas.co.uk

All school staff and Governors are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be appointed under the terms and conditions of a CES contract which they will be required to sign. This post is subject to an enhanced DBS, reference check from previous employers and an online search in line with KCSIE.

Closing date: Thursday, 1st May 2025

Interviews: Friday 9th May 2025