



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 D 1 - 3 (£22,777 to £24,054) 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 and reference check from previous employers.

Closing date: Thursday, 23rd February 2023

Interviews in the week beginning: Monday 27th February 2023