



The Willows School and Early Years Centre

Fishermead Boulevard, Fishermead, Milton Keynes MK6 2LP

Tel: 01908 528803 Email: office@thewillowseyc.org.uk

Website: www.thewillowseyc.org.uk

"To become honest, active citizens and lifelong learners in a global society."

Senior Office Administrator To start 4th January 2022

Hours of Work: 37 hours a week
40 weeks per year (term time plus 1 week)
Permanent

Pay Grade: MKC D (£20,493 - £21,748 full time equivalent)
Actual Salary approx. £18,190 per annum

The Willows School & Early Years Centre is a forward thinking and dynamic school with its own nursery and a fully integrated Children's Centre. We have a highly skilled staff team who are committed to providing the highest quality education for the children in our care.

Our busy school office provides excellent customer support to parents, pupils, visitors and staff. The Senior Office Administrator reports to the Business Manager and will provide a general administrative/financial support function to the school. You will have specific responsibilities for administering pupil records, nursery admissions and will support the Business Manager in the finance function. It is essential that you have an administration-related qualification or equivalent experience, and desirable that you have experience of working in a school office. You must be a competent user of MS Word and MS Excel and it is a bonus if you are competent in using FMS and SIMS packages. You need to be a highly organized person who is able to use their initiative and take responsibility for managing their own tasks and workload.

Application packs are available from the school office or on the school website. All applications **must** be made using the Milton Keynes Council application form. References will be taken up prior to interview.

Closing date for applications: 10am Monday 15th November
Interviews: week commencing 22nd November 2021

The school is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will require an Enhanced CRB check.