



1 Fishermead Boulevard
Fishermead
Milton Keynes
MK6 2LB

Headteacher: Mr M O'Brien
Phone: 01908 257810

matt.obrien@jubileewood.milton-keynes.sch.uk

Receptionist/Admin Assistant Required

Hours: - 37 hours per week 8.15am – 4.15pm Monday to Friday 39 weeks per year

Salary: - SCP 5 (FTE £23,500) 37 hours - Actual £20,268.75

We are looking for someone who: -

- Has office/receptionist experience
- Is able to demonstrate a can-do attitude
- Possesses excellent verbal and written communication skills
- Is able to use Microsoft Office/IT systems – knowledge of other school MIS systems would be desirable
- Is committed to safeguarding
- Can exercise confidentiality and adhere to school policies and procedures

If you wish more details about the role, or to submit your application go to
<https://mynewterm.com/jobs/145043/EDV-2024-JWPS-52823>

Visits to the school are advised - we have much to offer! Our school is extremely warm, positive and vibrant. Please contact clare.williams@jubileewood.milton-keynes.sch.uk to arrange a time to visit, should you wish to.

Completed applications should be submitted by **noon 1st July 2024**. Interviews will take place soon after.

The school is an equal opportunities employer and 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 DBS check.

Jubilee Wood Primary School is a member of the Grand Union Partnership Multi-Academy Trust

