



Shenley Brook End School

Walbank Grove, Shenley Brook End, Milton Keynes MK5 7ZT

Louise Davis

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Admissions Officer
5DT Grade 5 £26,835 - £30,060 pro rata, £18,882 - £21,151 pa actual
Permanent/Part-Time
Start date: 17/03/2025

About our School:

The schools within the 5 Dimensions Trust are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study.

Employee wellbeing is a priority for 5 Dimensions Trust and we recognise that happy employees perform better and live happier and healthier lives. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications.

All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact People Services on 01908 555620.

Closing Date: 9am, Monday 24th February 2025

Interview date: Friday 28th February 2025

About the Role:

Admissions Officer
To commence ASAP

Permanent
Part-Time

Salary: 5DT Grade 5 £26,835 - £30,060 pro rata, £18,882 - £21,151 pa actual
30 hours per week, term time plus training days (39 weeks per year)
4 days a week, actual working days to be agreed

An excellent opportunity has arisen for a highly efficient and organised person to become the Admissions Officer for Shenley Brook End School. You will be joining our progressive data team; you will co-ordinate all in year admissions and process bulk admissions for the September intake. This is a demanding and important post. Attention to detail is essential as is the ability to work to tight deadlines.

Although not essential, experience working with admissions or data could be advantageous but full training will be given.

The ideal candidate will: -

- be highly organised
- be a proficient IT user with the ability to work efficiently with a high degree of accuracy
- have excellent communication skills that allow you to inform, coach and advise others
 - want to make a difference to the children in our care

Closing date for applications: 24/02/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/136730/EDV-2025-SBES-07572>