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## The Woodlands School

Galley Hill. MK11 1PA

*hr@twsmk.co.uk*

Business Support Level 2
FTE £25,992 - £27,269 Actual starting salary: £18,288
Permanent/ Part time/ Term Time
<b>Start date: 22/04/2025</b>

### **About our School:**

All appointments are subject to a satisfactory enhanced DBS disclosure. The Woodlands School is committed to safer recruitment and safeguarding.

All candidates must be suitable to work with vulnerable children and adults. This post is exempt from the Rehabilitation of Offenders Act 1974

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### **About the Role:**

LEVEL 2 BUSINESS SUPPORT

Term time 30 hrs per week

Grade D

FTE £25,992 - £27,269

Actual starting salary: £18,288

The Woodlands School is a specialist provision for children and young people with Autism and/or Social Communication Difficulties.

We require a Level 2 Business Support Assistant. The working hours are Monday - Friday, 30 hours per week, 39 weeks per year. Start time 8:30am, finish 3.00pm. The role holder will be mainly based at our Galley Hill Campus, however you must be prepared to work from our other Campuses in Hazeley and Bletchley as required.

The successful candidate will be working in a busy school reception. The role will include assisting

with pupil admin, dealing with requests from parents, pupils and staff as well as many other ad hoc admin jobs. For further details on this position, please see the attached job pack.

For further details and an application form please visit: MyNewTerm:  
<https://mynewterm.com/jobs/110584/EDV-2025-WS-85461>

Full application form to be completed; CVs are not acceptable.

Closing date: Friday 21st March midday 2025

Interviews: Thursday 27th March 2025

Start date: As soon as possible

**Closing date for applications: 21/03/2025**

**Alternatively, you can apply here:** <https://mynewterm.com/jobs/110584/EDV-2025-WS-85461>