



KENTS HILL SCHOOL

Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD

We have a vacancy for a Business Support Level 2

£20,858 - £21,906 FTE

15 hours a week, Mon to Fri 8.45 to 11.45

39 weeks a year, term time only plus 5 inset days

Permanent contract wef: asap

Knowledge and understanding of both the

SIMS and PSF packages are essential.

You will be proficient with the Microsoft Office applications.

You will be qualified to GCSE grade C or above, in English and maths

Flexibility to work on your own using your own initiative and a willingness to be part of a team are crucial for this post.

In return we can offer you a friendly supportive team, in the office and across school and nursery.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer.

Closing date: Tuesday 7th June 2022. Interview date: TBC

Please attach a letter expressing an interest and why you should be considered for the position to a completed application form.

Application forms (Please speak to Debbie Castle).

www.kentshillschool.co.uk Tel: 01908 240038. Email:kentshillschool@mket.org.uk



Kents Hill School is operated by Milton Keynes Education Trust which is a charitable company Limited by guarantee and registered in England and Wales with company number 766368The Registered Office is at Walton High, Fyfield Barrow, Milton Keynes, MK7 7WH

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