



The Walnuts School

Admiral Drive

Hazeley

Milton Keynes

MK8 0PU

Interim Executive Headteacher: Mr Jonathan Budd

Interim Head of School: Mrs Lisa Munro

Telephone: 01908 563885

Fax: 01908 555617

E-mail: admin@walnuts.milton-keynes.sch.uk

LEVEL 2 BUSINESS SUPPORT

Salary Grade D1 : £19446

(Starting salary will be approx. £14600 based on 32.5 hrs and 39 weeks)

The Walnuts School is a specialist provision for children and young people with Autism and/or Social Communication Difficulties and a Children's Home. We require a Level 2 Business Support Assistant to support the day to day administration running of the school.

This post is 32.5 hours per week and 39 weeks per year; 8.30 am - 3.30 pm Monday to Friday.

For further details and an application form please visit the school website <http://www.walnuts.milton-keynes.sch.uk>, e-mail admin@walnuts.milton-keynes.sch.uk or call 01908 563885.

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

Closing date for applications: 19th February 2019

Interviews: 26th February 2019

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