

## **Walton High**

Bringing out the very best in young people  
Fyfield Barrow, Milton Keynes, MK7 7WH  
Fen Street, Brooklands, Milton Keynes, MK10 7HE  
Tel 01908 677954 [www.waltonhigh.org.uk](http://www.waltonhigh.org.uk)  
Executive Principal: Michelle Currie

### **Administrator**

Salary £16,900 - £20,400 per annum, 37 hours per week, all year round

This role exists to provide comprehensive administrative support to teachers and students at Walton High. You will be an effective communicator, an excellent organiser with a proactive and flexible approach and must be able to multi-task and work well under pressure to meet tight deadlines.

### **Student Services Administrator**

£16,900 – £20,400 per annum, 37 hours per week, all year round.

Monday to Thursday, 8am until 4.00pm and Friday 8am until 3.30pm.

This role will be based in Student Services and provides a range of services for students during the school day. The role is varied but will include;

- Dealing appropriately with students' general queries
- Managing stationary supplies for both staff and students
- Management of lost property
- Providing support for First Aid (training will be given)

For an application form or further details, please visit our website [www.waltonhigh.org.uk](http://www.waltonhigh.org.uk)

**Closing date: midday on 28 February 2019**

Walton High is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. These posts require an enhanced DBS check.

Milton Keynes Education Trust  
Enabling • Enhancing • Enriching