



# Glastonbury Thorn School

Pigott Drive | Shenley Church End | Milton Keynes | MK5 6BX

Tel: 01908 504648

## Business Support Level 2 Required ASAP

35 hours per week, 39 weeks per year (term time plus 5 training days)  
Typical working day will 8.30am – 4.00pm (includes 30 minute unpaid lunchbreak)  
FTE salary range £22,777 to £24,054

## EXCITING NEW OPPORTUNITY TO JOIN THE GTS FAMILY!

The Governing Body is looking for a confident, efficient and dedicated Administrator to work alongside our Business Support Manager.

The successful candidate will have the following skills and aptitudes:

### Essentials for this position:

- A recognised business / administrative qualification to NVQ level 2 or equivalent experience
- The desire to work as part of a positive and happy team
- Effective organisational skills
- An excellent communicator with a genuine desire to work in a busy environment
- Trustworthiness and a clear understanding of the need for confidentiality
- Confidence in working with data in the form of databases and spreadsheets
- To be adaptable and flexible to the daily routine - every day is different...really different!
- To have a sense of humour - laughter and fun is key to a happy school!
- The ability to build relationships with pupils, staff and parents
- Show a determination to improve your skills, leading your own journey and collaborating with others.
- To promote the school's values and be a positive role model, including working as part of a team - teamwork makes the dream work!
- A commitment to enhance and enrich our drive towards maintaining an outstanding offer
- Contribution to the school and wider community
- A secure knowledge of safeguarding and child protection procedures

**Leadership at GTS are fully committed to offering CPD to enhance you in your role with us. We truly want the best for you and the children.**

Closing date: **19<sup>th</sup> June 2023 – Midday** Interviews: **w/c Monday 19<sup>th</sup> June 2023**

**Glastonbury Thorn School is fully committed to safer recruitment practice.**

**Pre-employment checks will always be undertaken before any appointment is confirmed.**

**All prospective employees are subject to an enhanced DBS check and any offer of employment is subject to these. Glastonbury Thorn is an equal opportunities employee.**