



## **St. Monica's Catholic Primary School**

Currier Drive, Neath Hill, Milton Keynes, MK14 6HB

Telephone (01908) 606966

Email address: [stmonicas@st-monicas.co.uk](mailto:stmonicas@st-monicas.co.uk)

### **School Business Support Assistant**

**\*\*\* Job share considered\*\*\***

**37 hours per week, 38 weeks a year**

**Salary - Pay Scale D 1 - 3 (£22,777 to £24,054) pro-rated**

**Applications welcome from candidates with or without relevant previous experience.**

We are looking for somebody willing to hold a key post of responsibility within the school.

The successful candidate will be:

- Confident in working with others and communicating with all members of our school community.
- Flexible and willing to take on responsibility for aspects of school life.
- Confident in working with IT for purposes of communicating with others.
- Supportive of the Catholic ethos of the school – you do not need to be Catholic and/or of faith to be considered.

If you are interested in developing your career and working in our school, please contact us for a job description and consider whether we may be for you. If you are not sure, particularly about whether previous experience is relevant, give us a call on 01908 606966 and we can discuss the role further.

We are looking for a key member of staff who will enjoy working in our school. Visits to/communication with the school are welcomed and encouraged with regard to this role so you can fully inform your application. Application forms are available from the school office at [stmonicas@st-monicas.co.uk](mailto:stmonicas@st-monicas.co.uk)

*All school staff and Governors are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be appointed under the terms and conditions of a CES contract which they will be required to sign. This post is subject to an enhanced DBS and reference check from previous employers.*

**Closing date: Thursday, 22<sup>nd</sup> June 2023**

**Interviews in the week beginning: Monday 26<sup>th</sup> June 2023**