



TICKFORD PARK PRIMARY SCHOOL

AVON CLOSE, NEWPORT PAGNELL | MK16
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BRIEF

Tickford Park Primary School are looking to appoint a part-time Business Support Assistant.

SKILLS

As a Business Support Assistant, you will be a part of an amazing team. You need to be a good communicator, have administration experience, strong IT skills and the ability to be flexible and proactive. This role covers a diverse range of tasks and will suit someone who enjoys variety.

CLOSING DATE

Please contact
Office@tickfordpark.org.uk
for an application pack.
Closing date Tues 16th April
24.

BUSINESS SUPPORT ASSISTANT

WORKING HOURS	2 days per week (Mon & Tues) term time only. 8.30am-4pm – 14 hours per week.
SALARY	SCP 14 £22,178 (pro-rata)
START DATE	ASAP

THE ROLE

The successful candidate will be expected to:

- Provide general administrative support and reception duties.
- Receive incoming goods and check against orders as required.
- Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc.
- Input finance invoices and process payment runs on the school's finance system.

WHAT WE CAN OFFER

- An engaging and supportive working environment.
- High-quality training relevant to the role.
- Access to competitive employee benefits.
- The opportunity to work with wonderful children.

Tickford Park Primary School is committed to safeguarding and promoting the welfare of all children at all times and expects all staff to share this commitment.

This post is subject to enhanced DBS and reference checks.

