



Headteacher: Mrs Rachel Roberts



Business Support Manager
Grade 6 - £28,770-£33,944
Pro Rata Pay - £26,248-£30,968
Hours 10.30am - 6.30pm Term Time Plus 2 Weeks
Permanent Required for September

We are looking for a Business Support Manager to join our outstanding School. This role covers a range of tasks so we are looking for someone with flexibility, energy and enthusiasm. You need to be a good communicator, have administration experience, strong IT skills and the ability to be proactive.

Duties will include:

- Develop income generating activities for the school
- Lead and manage the delivery of extended services activities, including childcare and clubs
- Lead and manage lunchtimes
- Marketing of the school
- Run the social media for the school
- Lead and manage aspects of health and safety, premises and lettings in relation to extended services

As part of Kingsbridge Educational Trust, Middleton Primary School is a consistently outstanding school, with strong links with the other schools in our Trust and our central team.

Through the Kingsbridge Educational Trust Middleton Primary School can offer you:

- Exceptional behaviour and attitudes to learning
- A beautiful environment, with fantastic facilities
- A calm, purposeful ethos where pupils and staff thrive
- Supportive leaders with opportunities for personalised Continuing Professional Development
- Career development with excellent prospects for promotion within the Trust

Our school really is a wonderful place to learn and work. We are a hard-working and dedicated team but our school is full of fun, laughter, mutual respect and kindness. Our children are a delight to teach.

If you think you have the exceptional qualities, passion and drive that we are looking for then please arrange a visit by contacting our school office by email at office@middletonschool.org.

Please see our school website, www.middletonschool.org where you can follow the link to My New Term to apply.

Middleton Primary School, Noon Layer Drive, Middleton, Milton Keynes MK10 9EN

Tel: 01908 604851

Closing date for applications is 10am on: Thursday 27th June 2024

Interviews to be held on: Tuesday 2nd July 2024

**Middleton Primary School is committed to safeguarding children.
Applicants will be required to undertake an enhanced DBS check.**