



St Monica's Catholic Primary School

Currier Drive Neath Hill
Milton Keynes MK14 6HB

Rahul Patel.
Rahul.Patel@st-monicas.co.uk
01908 606966

School Business Support Assistant
Pay Grade D - £25,992 - £27,269 FTE
Permanent
Start date: 01/09/2025

About our School:

Commitment to safeguarding

Our main obligation and aim at St Monica's Catholic Primary School is to ensure that all children are safe at all times. During the school day, we are privileged to be able to spend time with your children and we build strong relationships with them based on respect and trust. When concerned about the welfare of a child, staff members are legally obliged to act in the interests of the child.

Applying for the job

Please download the application form using the link below, and once completed send to
rahul.patel@st-monicas.co.uk

About the Role:

What skills and experience we're looking for:

- 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.

What the school offers its staff:

- Employee Benefits

-Local Government Pension Scheme (LGPS) for support staff and Teachers' Pension Scheme (TPS) for teaching staff.

-Competitive salary packages aligned with national pay scales.

-Generous holiday entitlement for support staff, with term-time only working options available.

-Wellbeing Support

-A strong emphasis on work-life balance, with consideration given to flexible working requests.

-A caring and compassionate leadership team that values mental health and emotional wellbeing.

-Regular staff wellbeing initiatives and social events to foster a sense of community and morale.

-Professional Development

-A commitment to high-quality CPD, with regular opportunities for training and development tailored to individual needs and career aspirations.

-Support for gaining additional qualifications.

-Opportunities to take part in collaborative projects within the local authority and wider networks.

-A Positive Working Environment

-A strong sense of shared purpose rooted in our Catholic ethos and values.

-Well-behaved, enthusiastic children who are eager to learn.

-A supportive and experienced team of colleagues who are committed to making a difference.

We believe that when staff are valued, supported and given the opportunity to thrive, our whole school community benefits. At St Monica's, you'll find more than just a workplace – you'll find a community.

Closing date for applications: 01/05/2025

Alternatively, you can apply here: <https://teaching-vacancies.service.gov.uk/jobs/school-business-support-assistant-0956e780-ae66-42ec-b000-3ac084a6f436>