



Watling Primary School

Simmental Way, Whitehouse, Milton Keynes, MK8 1GB

watlingprimary@thedenbighalliance.org.uk

Admin Assistant
£24,404 - £25,992 FTE (£14,495 - £15,198 actual salary)
Permanent
Start date: 16/06/2025

About our School:

We opened the doors to our wonderful school in September 2023, with our continued growth seeing the opening of our Nursery this academic year. At full capacity, we will be a 3-form entry school, with places for a total of 630 pupils from Reception to Year 6 and 39 children in the Nursery.

About the Role:

Due to the ongoing growth of our school, we are looking for an experienced Admin Assistant to strengthen our team. This is an amazing opportunity to join our school in an exciting period of growth as we plan for our further expansion next academic year.

Job title: Admin Assistant

Start date: As soon as possible

Contract type: Part-time, permanent – term time plus 5 INSET days

Hours: 25 hours

Monday to Friday 8:00am – 1:00pm

Salary: £24,404 - £25,992 annually FTE,

£14,495 - £15,198 actual salary

Deadline for applications: Friday 30th May 2025 at 9:00am

Interview date: We will contact candidates directly to arrange interviews.

Visits to our school are welcomed. If you would like to arrange a short visit to discuss this opportunity in more detail, please contact our Operations Manager (Nigel Pegg) by emailing peggn@thedenbighalliance.org.uk

Closing date for applications: 30/05/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/149470/EDV-2025-WPS-02277>