
Barleyhurst Park Primary

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School Finance Administrator (Business Support Level 2) for September 2025

Grade D: £25,992 - £27,269 FTE With the potential to move to F Grade following a successful probation period.

Permanent

Start date: 01/09/2025

About our School:

Barleyhurst Park Primary School is fully committed to safer recruitment practice. Preemployment checks will always be undertaken before any appointment is confirmed. All prospective employees are subject to enhanced DBS check. We are an Equal Opportunities employer. All applicants must submit a completed application (CVs not accepted)

About the Role:

The successful candidate requires experience and knowledge of financial systems. They would need to be highly organised in their day-to-day work, be able to prioritise effectively, and meet deadlines. Ideally, you should have experience of working within a school environment, although this is not essential.

This is a fantastic opportunity for someone to join our committed school team, to support the smooth running of the school. Governors strongly support opportunities to undertake further training and will be supported by MK ITTS team. Visits to the school are encouraged.

To arrange a visit or for further details of the role, please contact Mrs C McKenzie between 9am – 4.00pm.

Closing date: Friday 20th June 2025 although we reserve the right to interview sooner if a strong applicant is presented before this date.
Interviews: TBC

Closing date for applications: 20/06/2025