



Hanslope Primary School

Hanslope Primary School

Long Street Road

Hanslope

Milton Keynes

Tel: 01908 510245 Email: admin@hanslope.milton-keynes.sch.uk

School Business Manager
MKC Grade F
Permanent
Start date: 13/07/2025

About our School:

Visits are most welcome.

To arrange a time to look around our lovely school, or to request an application pack please contact either Maxine Griffiths or Kevan Willcox on 01908 510245 or email admin@hanslope.milton-keynes.sch.uk

Closing date for applications: 2nd June 2025

Interviews: 5th June 2025

The school is committed to Safeguarding and promoting the welfare of children. This post is subject to Safer Recruitment and any offer of the post is subject to the receipt of satisfactory references, on line checks and an Enhanced DBS with Barring Check.

About the Role:

We are seeking to appoint a friendly, dedicated and all-round super-hero to take on this vital role.

You will be the smiling face that parents and visitors first see and the warm voice on the phone who is never flustered and always has the answer to everything. Your patience will be endless and you will be able to juggle five or six balls in the air at any one time! You will enjoy working with children and their families and your warm personality will enable you to forge strong relationships.

Your role will include:

Office Management

Financial Management

Payment of Invoices

Assist the headteacher and governing body with income generation activities

Financial reporting to governors

Report Pupil Premium, and SEN spend

HR, Payroll and Pensions

Maintaining Single Central Record

Knowledge of SIMS and FMS

The successful candidate will be:

Adaptable and flexible to whatever the day brings

Highly organised with the ability to prioritise and meet deadlines

An excellent communicator in both spoken and written forms

Happy to play a major role in the life of the school

A positive role model and promote the school's values

Closing date for applications: 02/06/2025