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## Jubilee Wood Primary School

1 Fishermead Boulevard, Milton Keynes, MK6 2LB

*Clare Williams* [clare.williams@jubileewood.milton-keynes.sch.uk](mailto:clare.williams@jubileewood.milton-keynes.sch.uk)

Receptionist/Admin Assistant
SCP 5 - FTE £24,790. Actual £21,381.38, 37 hours per week, 8.15am – 4.15pm (whilst there is the possibility of some flexibility with these hours for the right candidate). Monday to Friday. 39 weeks per year.
Permanent
Start date: 01/09/2025

### **About our School:**

The school is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be expected to undertake an Enhanced DBS check.

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### **About the Role:**

Receptionist/Admin Assistant Required

Hours: 37 hours per week, 8.15am – 4.15pm (whilst there is the possibility of some flexibility with these hours for the right candidate). Monday to Friday. 39 weeks per year.

Salary: SCP 5 - FTE £24,790. Actual £21,381.38.

We are looking for someone who:

- Has office/receptionist experience
- Is able to demonstrate a can-do attitude
- Possesses excellent verbal and written communication skills
- Is able to use Microsoft Office/IT systems – knowledge of other school MIS systems would be desirable, though not essential
- Is committed to safeguarding
- Can exercise confidentiality and adhere to school policies and procedures

Visits to the school are advised - we have much to offer! Our school is extremely warm, positive and vibrant. Please contact [clare.williams@jubileewood.milton-keynes.sch.uk](mailto:clare.williams@jubileewood.milton-keynes.sch.uk) to arrange a time to visit, should you wish to.

Completed applications should be submitted on MyNewTerm by noon 19th June 2025. Interviews will take place in the week following.

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**Closing date for applications: 18/08/2025**

**Alternatively, you can apply here:** <https://mynewterm.com/jobs/145043/EDV-2025-JWPS-84708>