



Watling Academy

Barrosa Way, Whitehouse, Milton Keynes, MK8 1EP

hr@tastrust.org.uk

Administrator
£25,183 to £27,711 FTE (Actual Salary – £19,312 to £21,251)
Permanent
Start date: 01/09/2025

About our School:

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to open the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

For more information about our school, please explore our website: www.watling.academy

About the Role:

Commencing – September 2025

32.5 hours per week

Monday to Friday, 7:30am – 2:30pm

Term time + 5 INSET days + 2 exam days in August

Salary – £25,183 to £27,711* FTE

Actual Salary – £19,312 to £21,251*

*pending 2025 pay award

Are you ready to take on a rewarding role at the heart of a thriving school community? Can you thrive in a role where no two days are the same?

Watling Academy is looking for an organised, proactive and enthusiastic Administrator to provide vital support to our students, staff and visitors. With our first cohort of students going into our new Sixth Form in September, there's never been a more exciting time to join us!

This isn't your average admin role. From managing key events like exams and student photos to being the friendly face welcoming visitors, you'll be at the heart of our school community. You'll play a pivotal part in ensuring everything runs smoothly and your efforts will directly impact the daily experience of our staff and students.

We're looking for someone who thrives in a busy environment, loves variety in their work and takes pride in getting the details right. Whether it's managing data, supporting communication with parents, or helping staff with day-to-day needs, you'll enjoy seeing how your hard work makes a real difference.

If you have strong technology skills, are highly organised and a natural communicator who enjoys working as part of a team, we want to hear from you. Experience in education is great but not essential – what matters most is your enthusiasm, initiative and ability to adapt.

Closing date for applications: 30/06/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-80640>