



Wavendon Gate School

Gregories Drive, Wavendon Gate, Milton Keynes, MK7 7HL

01908 586394

admin@wavendongateschool.co.uk

Business Support L2
Grade D (£25,992-£27,269 FTE, Actual £23,274-£24,418) Pay Award Pending. 37.5 hours per week, 39 weeks per year
Permanent
Start date: 01/09/2025

About our School:

Wavendon Gate School is an innovative and forward-thinking school with amazing children who show good attitudes to learning. Our team of staff are focused and committed to working hard to deliver well-being for pupils and staff. Our leadership team has staff wellbeing as their number one priority.

Our school is committed to safeguarding children; the successful applicant will require an enhanced DBS check with further vetting checks including references taken. The school may also carry out an online search including social media. Milton Keynes Council is an equal opportunities employer.

About the Role:

We are looking for an outstanding individual to join our admin team. The successful candidate will be a highly organised individual, with the ability to remain calm under pressure. They would need to prioritise effectively, meet deadlines and have good attention to detail. They will be adaptable, ready to step in when needed to ensure the smooth running of our busy school office.

They will have excellent written and verbal communication skills and have a strong grasp of the English Language in relation to writing letters, emails and other similar communications. They must be computer literate and have the ability to use and understand a range of school systems.

Knowledge of school procedures and computer systems would be an advantage but is not essential as training will be given.

Please complete the application form from our website. We warmly welcome visits prior to an application so you are able to see our fantastic school in action.

Further details or to book a visit, please contact admin@wavendongateschool.co.uk or 01908 586394.

The school reserves the right to close the application process at any stage should we receive sufficient and suitable applications.

Interviews will take place week commencing 14th July 2025.

Closing date for applications: 11/07/2025