



St Bernadette's Catholic Primary School

Tewkesbury Lane, Monkston Park, Milton Keynes, MK10 9PH

01908 692438

Part-time Receptionist/Administration Assistant
SB2 (£25,185 – £25,583 pro rata)
Permanent term time
Start date: 12/10/2025

About our School:

For further details and an application pack, please email Mrs Ruth Delaney (School Business Manager) at DelaneyR@stbernadettesschool.com or telephone 01908 692438.

The pack can also be downloaded from the school website:

<https://www.stbernadettesschool.com/staff-vacancies-teacher-training/>

Visits to the school are welcome.

The closing date for this post 9am Thursday 2nd October with interviews being held Monday 6th October 2025.

Application forms should be returned to the school, marked for the attention of Mrs Ruth Delaney (School Business Manager)

If you would like to discuss the above position, please email Mrs Delaney directly.

About the Role:

We welcome applications to join our supportive staff team in building a stimulating environment for the children entrusted to our care.

We are looking for a positive, pro-active and flexible individual.

Duties will include a range of administration tasks, reception duties and the administration of first aid.

Closing date for applications: 02/10/2025