



Watling Primary School

Whitehouse, Milton Keynes

hr@tastrust.org.uk

Admin Assistant
£25,185 - £26,824 FTE (£14,726 - £15,684 actual salary)
Permanent/Term Time
Start date: 03/11/2025

About our School:

Watling Primary School is a new school in Whitehouse, Milton Keynes, which opened in September 2023 and provides a 3-form entry for 630 pupils from Reception to Year 6, plus a 39-place nursery. It emphasises STEM education, Forest School experiences for outdoor learning and overall holistic growth, with a curriculum focused on enquiry-based learning, critical thinking and promoting sustainability. The school fosters its own set of "Watling Way values" and aims to develop pupils' confidence, ambition and ability to contribute positively to society.

About the Role:

We are looking for an experienced school Admin Assistant to strengthen our team. This is an amazing opportunity to join our school in an exciting period of growth.

If you have any questions about the role or the application process, please contact the school by email: watlingprimary@thedenbighalliance.org.uk

Job title: Admin Assistant

Start date: ASAP

Contract type: Part-time, permanent – term time plus INSET days

Hours: 25 hours

Monday to Friday 8:00am – 1:00pm (please note, the working hours for this position are fixed and non-negotiable)

Salary: £25,185 - £26,824 FTE,

£14,726 - £15,684 actual salary

(depending on experience)

Deadline for applications: Friday 17th October 2025 at 9:00am

Interview date: We will contact candidates directly to arrange interviews.

Closing date for applications: 17/10/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/149470/EDV-2025-WPS-40412>