



Heronhill School and Nursery

Birdlip Lane, Kents Hill,
Milton Keynes
MK7 6HD

ccamwell@whitehouseprimary.co.uk

Level 1 Business Support
NJC Salary Grade C1 - approx £12,134 (actual)
Permanent
Start date: 01/12/2025

About our School:

Kents Hill School & Nursery may be a small school, but it has a big personality and our wonderful staff know our children extremely well. We are a warm and caring community, where children feel comfortable and confident to be challenged in order to achieve endless possibilities. Together we aim to grow our little people into independent, confident, and successful little learners.

Kents Hill School & Nursery is proud to be part of the Inspiring Futures through Learning family of schools that inspire all our futures through learning together. At Inspiring Futures, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, discount on high street shops, gym membership, cinema tickets, cycle to work scheme, Employee Assistance Program and much more.

About the Role:

School Business Support Level 1
20 hours per week, 39 weeks per year (including INSET days)
Mon - Fri 8.15am - 12.15pm
To start

We are looking for an organised, friendly, and reliable individual to join our school team as a School Business Support Level 1. This is a great opportunity to play a key role in the smooth day-to-day running of our school by providing essential administrative and clerical support.

What you'll do:

Provide general administrative support including filing, photocopying, word processing, and data input.

Act as the first point of contact for visitors and telephone enquiries.

Assist with mail handling, ordering supplies, and maintaining records.

Support the organisation of school activities such as trips and events.

Liaise with parents, carers, and staff as needed.

Handle small amounts of cash in line with the school's finance policy.

About you:

You'll be approachable, efficient, and able to manage a variety of tasks with accuracy and confidentiality. Strong communication and IT skills are essential, along with a flexible approach to supporting the wider school team.

We offer:

A supportive and welcoming school environment

Opportunities for training and development

The chance to contribute to the success and wellbeing of our school community

If you're enthusiastic about helping a busy school run smoothly and want to make a real difference, we'd love to hear from you.

Closing date for applications: 06/11/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/141271/EDV-2025-HSAN-10598>