



ASPIRE – ACHIEVE – THRIVE – ENJOY

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## Great Linford Primary School

St Leger Dr, Great Linford, Milton Keynes MK14 5BL

01908 605027

School Business Support Level 3
Actual Salary £23,476 - £25,466
Permanent
<b>Start date:</b> 05/01/2026

### **About our School:**

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Great Linford Primary School is a large primary school with over 300 fantastic children on roll.

The School is part of a federation of schools. You will be well supported as part of a wider team within the school and within the Aspire Learning Partnership of Schools. Professional development will be ongoing.

If you feel this role is for you we would love to hear from you. Please contact Janet Jago (School Business Manager) on either 01908 312551 (at Greenleys Junior School) or 01908 605027 (Great Linford Primary School) or [jjago@alpartnership.uk](mailto:jjago@alpartnership.uk) to book a tour and receive an application pack. Great Linford Primary School and the Aspire Learning Partnership of Schools is committed to safer recruitment and safeguarding. Applicants will be required to undergo safer recruitment screening appropriate to the post. The successful applicant will require an enhanced DBS check. This post is subject to the disclosure of criminal records and shortlisted candidates will be required to complete a self-declaration of criminal record form in advance of attending an interview. In addition, online checks will be completed in line with Keeping Children Safe in Education.

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### **About the Role:**

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Do you:

- Have good qualifications in English and maths?
- Experience of working in or leading a busy school office?
  - Experience of Microsoft, SIMS and FMS?
- Want to make a real difference within our school?

We are looking for an exceptional candidate to lead the operational running of our busy school office and administration team. You will work under the direction of an experienced School Business Manager who works strategically across two schools.

This is a permanent role, working 8:15am - 3:45pm Monday to Friday term time plus 5 training days (39 weeks per year).

You will deliver a comprehensive administrative business support package, including delegated budgetary and financial responsibilities. You will fulfil all areas of the School Business Support L3 Role Profile but also have the scope to make the role your own. This is an exciting opportunity to further shape and develop the role!

**Closing date for applications: 12/12/2025**