



Romans Field School

MK3 7AW

Sue Worley - sue.worley@rfs.ilf.education

Business Support L3
Grade E1 £24,817
Permanent
Start date: 13/04/2026

About our School:

Safeguarding

We are committed to safeguarding and promoting the welfare of pupils. All posts are offered subject to enhanced DBS checks and appropriate references. All posts are exempt from the Rehabilitation of Offenders Act 1974.

The school is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced DBS check. The Governors take child protection extremely seriously and all references offered will be followed up.

Online check will be completed for shortlisted candidates. If you do not have the formal qualifications specified but can demonstrate skills or experience of equivalent standards we would be interested in your application

About the Role:

37 hours/week 39 weeks/year

About the Role

You will provide administrative and financial support under the guidance of the Head Teacher and Business Manager. Your responsibilities will include:

- Managing and monitoring the school budget and financial procedures alongside the Business Manager
 - Leading and supervising the administrative team
 - Supporting with the recruitment process
 - Overseeing the school website
 - Creating newsletters and brochures
 - Responsible for the organisation of school systems and procedures
 - Leading on fundraising events for the school
 - Supporting the catering team

We are looking for a candidate who:

- Has a recognised business or administrative qualification (NVQ Level 3 or equivalent)
 - Knowledge of FMS, SIMS, Parentmail and InVentry systems
- Is skilled in financial management systems and proficient in Microsoft packages
 - Can lead and develop a team with enthusiasm and clarity
- Demonstrates excellent organisational and problem-solving skills, able to manage multiple priorities and deadlines
 - Works independently and uses initiative while knowing when to escalate issues
- Shares our commitment to safeguarding, confidentiality, and promoting a positive school culture

Closing date for applications: 20/02/2026

Alternatively, you can apply here: <https://mynewterm.com/jobs/110580/EDV-2026-RFS-07641>