



Romans Field School

Bletchley, Milton Keynes, MK3 7AW

sue.worley@rfs.ilf.education

Administrative Assistant
£22,019
Permanent
Start date: 11/05/2026

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:

35 hours per year week, 39 weeks per year
(8:30-3:30/8:00-3:00 negotiable)

Required ASAP

Closing Date: 9am, Friday 27th March 2026 Interviews Wednesday 15th April 2026

We are seeking a hardworking and friendly Administrative Assistant to join our amazing team. You will play a key role in ensuring the smooth running of our school office and supporting the wider school community.

Your responsibilities will include:

- Managing general office administrative tasks efficiently
- Producing letters, newsletters, brochures, and spreadsheets using Word and Excel
 - Overseeing the school website and email inbox, ensuring timely communication
 - Leading on fundraising events that bring our school community together
 - Supporting various teams across the school as needed
- Handling orders and preparing BACS payment runs under the guidance of the Business Manager

This role offers a wonderful opportunity to work in a supportive, dynamic environment where your contribution directly supports pupils with diverse needs to thrive.

You will be someone who:

- Is confident and proficient in Microsoft Office packages, with knowledge of FMS, SIMS, Parentmail, and InVentry systems being an advantage
- Demonstrates excellent organisational skills and the ability to manage multiple priorities with calm and efficiency
 - Can work independently, using your initiative while knowing when to seek support or escalate issues
- Shares our commitment to safeguarding, confidentiality, and fostering a positive, inclusive school culture
 - Enjoys being part of a close-knit team and is motivated to contribute to a school that values honesty, respect, empathy, and perseverance

Closing date for applications: 27/03/2026

Alternatively, you can apply here: <https://mynewterm.com/jobs/110580/EDV-2026-RFS-25987>