



GILES BROOK SCHOOL

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## **Giles Brook Primary School**

Holborn Crescent  
Tattenhoe  
Milton Keynes  
MK4 3GB

*Sam Summers*  
*School Business Manager*  
*Email: office@gilesbrook.co.uk*  
*Tel No: 01908 606852*

Business Support Level 2

Grade D £22,812 to £24,366 actual salary (depending on experience/length of service) 8.15am – 4.00pm daily (36.25 hours per week-39 weeks per year) Some flexibility in the hours may be considered

Permanent

**Start date: 02/09/2026**

### **About our School:**

If you are interested in this role, we would highly recommend a visit to our school. Please email our School Business Manager, Sam Summers on office@gilesbrook.co.uk to arrange a visit and/or request an application pack, including a detailed job description

Our school 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 candidate will be subject to a DBS and online checks.

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### **About the Role:**

We are looking for a School Business Support L2 to join our welcoming and dedicated school office team

We pride ourselves on running an efficient, friendly office, where we all work in collaboration to strive for excellence in supporting all elements of the school admin function. The majority of our tasks are now digital and we use online systems such as SIMS, FMS, CPOMS, Medical Tracker, Parent Pay and School Gateway. Tasks within the role include attendance, admissions, finance relating to school budget and school fund including school trip organising etc.

We are a forward-thinking team and are always exploring ways to improve our practise and efficiency.

The successful candidate will ideally have experience of working in a school, be proficient in the use of Word and Excel, possess excellent verbal, written and communication skills, be reliable, enthusiastic and have a good sense of humour.

Knowledge and experience of school office practise and SIMS/FMS would be an advantage.

We will offer you:

- A popular and well-respected school within the local community
  - Enthusiastic, happy pupils who are eager to learn
  - A friendly, supportive, and committed staff team
  - A pleasant, well-resourced working environment
- Ongoing opportunities for professional development and career progression

**Closing date for applications: 13/05/2026**