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## Downs Barn School

69 Downs Barn Boulevard, Downs Barn, Milton Keynes, MK14 7NA

*Melanie Hornshaw, 01908 604430, office@downsbarnschool.co.uk*

School Business Support, part-time, term time only
Grade C1, Actual £8.165
Fixed Term
<b>Start date: 03/09/2026</b>

### **About our School:**

Downs Barn School is a school with enthusiastic, friendly children who are eager to learn, with dedicated and supportive staff and a Governing Board who are keen to encourage professional development and promote personal wellbeing. We are looking for someone who would relish the challenge of working in a supportive team.

Applications are welcomed from team players with high expectations for achievement. We can offer you a good school in a friendly and happy environment. If you would like to visit the school prior to application, please contact us and we will be more than happy to show you around. For further information contact Melanie Hornshaw on 01908 604430 or email office@downsbarnschool.co.uk

The closing date for applications is 26th June 2026.

The school reserves the right to close the application process at any stage, should we receive sufficient applications, and interviews will be held sooner. Our schools are committed to safeguarding and promoting the welfare of children; the successful applicant will require an enhanced DBS check with further vetting checks including online searches and references taken.

The Boulevard Primary Partnership is an equal opportunities employer.

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### **About the Role:**

Monday to Friday 1pm – 3.45pm term time only  
(Wednesday to Friday 1pm – 3.45pm would be considered)

We are looking to appoint a School Business Support Assistant to join us as a valued member of our school community. The role is varied and includes a wide range of duties and responsibilities. These include, but are not limited to, being the first point of contact for visitors at the Reception, answering incoming calls, using various websites and portals and completing a variety of administrative duties involving work on Word and Excel.

We require someone who is reliable, flexible, enthusiastic, highly motivated and have the ability to use their initiative when working alone but also to be happy working as part of a team both within the school itself and across the Federation.

The successful candidate may have experience of:

- working within a school setting
- working in a frontline reception role
- school MIS applications such as SIMS

**Closing date for applications: 26/06/2026**