



Pepper Hill School

Kingsfold, Bradville, Milton Keynes, MK13 7BQ

dbennett@stantonschoolmk.org.uk

Administration Assistant
£21,469 (actual) 8:15am to 4:00pm
Permanent/Term Time
Start date: 05/10/2026

About our School:

The MK Sapphire Federation is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and all appointments are subject to rigorous safeguarding checks, including satisfactory references and an enhanced DBS check (with barred list check where appropriate). Online searches may be carried out as part of due diligence on shortlisted candidates. Offers of employment are conditional upon the satisfactory completion of all required pre-employment checks.

About the Role:

An exciting opportunity has arisen at MK Sapphire Federation for an organised and proactive individual to join the school office team, supporting the effective day-to-day running of the schools. This role plays an important part in ensuring that administrative systems operate smoothly.

The successful candidate will be well organised, with strong attention to detail and good communication and interpersonal skills. They should be confident in using IT systems and office software, able to work both independently and as part of a team, and capable of managing a range of tasks while prioritising effectively.

MK Sapphire Federation offers a supportive and welcoming working environment, with opportunities to develop skills and gain valuable experience within a professional setting. This is an opportunity to contribute positively to the school community.

Closing date for applications: 21/09/2026

Alternatively, you can apply here: www.stantonschoolmk.co.uk