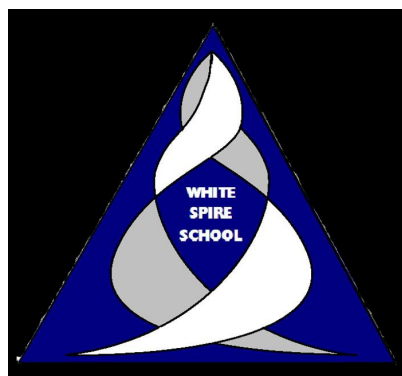




White Spire School

Rickley Lane, Bletchley, Milton Keynes, MK3 6EW

Tracy Fenton - tfenton@whitespireschool.org.uk

Tel: 01908 373266

Admin Support Assistant
£22,746 - Hours 8:30am - 4pm, 39 Weeks per Year
Term Time
Start date: 22/11/2026

About our School:

White Spire School is a Rec-19 year's special school in Milton Keynes. We cater for students with Global Development Delay. As a school, we have carefully and meticulously created a curriculum that stimulates and challenges our young people.

About the Role:

Do you have the commitment to 'open doors' for pupils and share our desire to make the most of every day? You will be part of a strong committed team working to provide the best for our pupils, all of whom have an EHCP.

Key Responsibilities

- Provide administrative support to the office and have excellent organisational skills
 - Experience of working in a school office is desirable, including using SIMS
- Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors etc.
- To assist with the routine arrangements for school activities such as school photographs, school trips etc
 - To liaise with parents / carers / staff etc, as directed regarding attendance
- To handle cash, in line with the school's finance policy, collecting money from pupils, parents/carers
 - Is enthusiastic, energetic and willing to be involved in all aspects of school life

We are looking for someone who:

- Has strong administrative and organisational skills.
- Has excellent communication and interpersonal skills.
 - Is able to work effectively as part of a team.
- Has experience of working in a school office environment
 - Has experience of using SIMS
- Is proactive, adaptable and committed to supporting the smooth running of the school office.

This is an excellent opportunity for someone who is enthusiastic, motivated, and eager to make a positive contribution to the team.

Closing date for applications: 09/11/2026