



Heelands School

Glovers Lane, Heelands, Milton Keynes, MK13 7QL

Mrs Farmer, Federation Business Manager on recruitment@heelands.org, 01908 316306,

Business Support Assistant (Level 1)

Grade C FTE £25,183 - £25,584, Actual £18,603 - £19,000

Fixed term 6 months with possibility of being made permanent.

Start date: 01/07/2025

About our School:

Heelands School is fully committed to safer recruitment practice. Preemployment checks will always be undertaken before any appointment is confirmed. All prospective employees are subject to enhanced DBS check. We are an Equal Opportunities employer. All applicants must submit a completed application form (CVs not accepted).

About the Role:

This is a fantastic opportunity for someone to join our committed school team , to support the smooth running of Heelands School, as part of The Blue Sky Federation. As our Business Support Assistant, you would be the first person visitors to our school will meet and we require a friendly, approachable and positive person to join our school staff. Your main role will be working in school reception as well as completing various admin tasks.

The successful candidate requires experience and knowledge of working in a busy office environment and using various management systems. They would need to be highly organised in their day-to-day work, be able to prioritise effectively, and meet deadlines. Ideally, you should have experience of working within a school environment, although this is not essential.

Governors strongly support opportunities to undertake further training and will be supported internally and also by the MK ITSS team. Visits to the school are encouraged. To arrange a visit or for further details of the role, please contact our Federation Business Manager, Mrs Farmer, on

01908 316306 or recruitment@heelands.org. Closing date: Friday 13th June 2025 although we reserve the right to interview sooner if a strong applicant is presented before this date. Interviews:

TBC

Hours : 8.30am – 3.30pm, 30 minutes unpaid lunch. Term time only.

Start Date : ASAP

Closing date for applications: 13/06/2025