

*“Our vision is for Fairfields to become the ‘beating heart of our community’ changing and adapting as our extended family grows; transforming individual dreams and aspirations into collaborative goals as we journey together toward excellence.”*



## **Business Support L1**

**September 2021**

**37.5 hours per week (8:00 to 4:30), 5 days per week, working 41 weeks per year**

**(Term time, plus inset days and 2 weeks during the school holidays)**

**Grade C (FTE £19,698, Pro Rata Annual £18,625)**

We are seeking to appoint a Business Support Assistant to add capacity to our school front of house and support team. If you are committed, fun, energetic and responsible with a passion for working with children we would like to meet you.

This role will be varied and will include: Acting as the first point of contact for pupils, staff and visitors within the main school office, varied administration duties to include website administration.

**Please see the Job Description and Person Specification for the full requirements of this role.**

We can offer you the opportunity to work in a friendly, dedicated and supportive team within a happy and caring school community.

As part of the ‘Inspiring Futures through Learning’ Multi Academy Trust (MAT), our objective is to build a school worthy of an outstanding reputation.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD, discount on gym membership, cinema tickets, cycle to work scheme and much more.

We strongly advise you to visit our wonderful school. Please call the school office to arrange a tour.

If you would like to join our dynamic team, please download the application pack, complete the form in full and return by email to [HR@fairfieldsprimary.co.uk](mailto:HR@fairfieldsprimary.co.uk) ahead of the closing date. Alternatively, completed application forms can be posted to Kate Carter (Business Manager) Fairfields Primary School, Apollo Avenue, Fairfields, Milton Keynes MK11 4BA

**Closing date:** Thursday 22<sup>nd</sup> July    **Interview date:** W/c 26<sup>th</sup> July

***Fairfields Primary School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.***