



MIDDLETON PRIMARY SCHOOL

Noon Layer Drive, Middleton, Milton Keynes MK10 9EN

Tel: 01908 604851

E-mail: office@middletonschool.org

Website: www.middletonschool.org

ADMINISTRATION SUPPORT

Temporary 1 Year Contract

Pay Scale: Grade 5 - £26,824 – 31,022 FTE

(Pro Rata Pay c£20,448 - £23,648 pa)

32.5 hours per week / 39 weeks per year

Required September 2026

We are looking for an Administration Assistant to work in our busy school office. Duties will include:

- Reception duties
- Administrative support for whole school
- Data input onto manual and computerised records
- Use of Arbor management information system
- Assist with arrangements for school trips and clubs
- Good level of IT skills essential
- To handle cash, in line with the school's finance policy, which may include collecting money from pupils, parents/carers
- Website administration

To arrange a visit and for further information please contact the school by email at office@middletonschool.org.

Closing date for applications is 10am on: Monday 29th June 2026

Interviews to be held on: Thursday 2nd July 2026

**Middleton Primary School is committed to safeguarding children.
Applicants will be required to undertake an enhanced DBS check**