

Great Linford Primary School

St Leger Drive – Great Linford – Milton Keynes – MK14 5BL

Executive Headteacher: Mr. M Talbot BA Ed (Hons) QTS NPQH

Interim Head of School: Mrs A. Dixon BA (Hons) QTS PGCE

Deputy Headteacher: Mr. R Jenkins BA (Hons) PGCE

Assistant Headteacher: Mr. JP Silvester BA (Hons) PGCE

Web: www.greatlinfordprimaryschool.co.uk

Email: enquiries@greatlinfordprimaryschool.co.uk

Tel: 01908 605027



ASPIRE – ACHIEVE – THRIVE – ENJOY

School Business Support Level 3 **Pay Grade E**

A permanent role is required to support the seamless running of Great Linford Primary School

Hours 8.15am to 3.45pm (35hrs/week)

Monday to Friday

Term time working plus 5 training days (39 weeks/year)

Salary FTE £28,598 to £31,022 Pro-Rata (Actual) £23,476 to £25,466

Start date: ASAP

Permanent contract

- **Have good qualifications in English and maths?**
- **Experience of working in or leading a busy school office?**
- **Experience of Microsoft, SIMS and FMS?**
- **Want to make a real difference within our school?**

Great Linford Primary School is a large primary school with over 300 fantastic children on roll.

We are looking for an exceptional candidate to lead the operational running of our busy school office and administration team. You will work under the direction of an experienced School Business Manager who works strategically across two schools.

You will deliver a comprehensive administrative business support package, including delegated budgetary and financial responsibilities. You will fulfil all areas of the School Business Support L3 Role Profile but also have the scope to make the role your own. This is an exciting opportunity to further shape and develop the role!

Great Linford Primary School is part of a federation of schools. You will be well supported as part of a wider team within the school and within the Aspire Learning Partnership of Schools. Professional development will be ongoing.

If you feel this role is for you we would love to hear from you. Please contact Janet Jago (School Business Manager) on either 01908 312551 (at Greenleys Junior School) or jjago@alpartnership.uk to book a tour and receive an application pack.

Great Linford Primary School and the Aspire Learning Partnership of Schools is committed to safer recruitment and safeguarding. Applicants will be required to undergo safer recruitment screening appropriate to the post. The successful applicant will require an enhanced DBS check. This post is subject to the disclosure of criminal records and shortlisted candidates will be required to complete a self-declaration of criminal record form in advance of attending an interview. In addition, online checks will be completed in line with Keeping Children Safe in Education.

The closing date for applications is 12 noon on Friday 12th December 2025

