



Heronsgate School

School Business Support

Start Date: 1 June 2026

Salary: £25,989 - £26,403 FTE (Actual Salary: £12,191)

Working Hours: 20 hours per week/39 weeks per year

Working Days: Monday – Friday (8.30am – 12.30pm)

Heronsgate is a thriving and diverse Key Stage 2 academy on the south-eastern flank of Milton Keynes. We are seeking an organised and enthusiastic individual to work within School Business Support and provide an efficient and comprehensive administrative, receptionist and support service to students, members of staff and visitors.

Experience of working in a similar role is preferred, however, strong communication, organisational and IT skills and a proactive approach are paramount to this position.

The successful candidate will:

- Be organised and competent in using Microsoft Office products;
- Have the ability to forge and maintain positive working relationships;
- Be ambitious for themselves and the school;
- Be flexible, approachable, self-motivated and well-organised;
- Be someone who is enthusiastic and committed to working as part of a team;
- Have excellent organisation and prioritisation skills;
- Be a confident and clear communicator;
- Be someone who pays attention to detail, with a friendly and professional manner and the ability to work to deadlines;
- Be a logical thinker with the ability to forward plan;
- Have excellent verbal and written skills and personal and professional integrity and resilience to meet the day to day challenges of this role.

We are proud to be part of the Inspiring Futures through Learning (IFTL) family of schools, where collaboration, ambition and professional growth sit at the heart of everything we do. At IFTL we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

HERONSGATE SCHOOL

Lichfield Down | Walnut Tree | Milton Keynes | MK7 7BW

☎ 01908 550811 | www.heronsgate.org.uk



The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties:

- To ensure the efficient operation of reception and undertake reception duties; answering general telephone and face to face enquiries and signing in visitors.
- To support the senior leadership team with the general administration for Heronsgate School, liaising with third parties as required.
- Responsible for the arrangements of school activities such as school photographs, school trips, after school clubs etc.
- Use parent communication software to send messages to parents and carers, to collate information and collect payments.
- Administer the central admin mailbox, ensuring messages are responded to promptly, and passed to the appropriate member of staff.
- To maintain confidentiality at all times in respect of school matters and to prevent disclosure of confidential and sensitive information.
- To administer first aid, liaising with parents, carers and members of staff regarding illness and injuries, and act as fire warden as required.

Why join Heronsgate?

- Wellbeing matters - all staff receive one wellbeing day per year and have access to our staff benefits package including our Employee Assistance Programme, offering discounts on gym membership, cinema tickets, cycle to work scheme and much more.
- A culture of development with a good CPD programme aimed at all staff levels.
- We are looking for someone who can maintain relationships with our talented, friendly and supportive staff and positive relationships with parents, carers and the wider community.

For further information about our school, please see our website: <http://www.heronsgate.org.uk> and for information on Inspiring Futures through Learning Trust - <http://www.iftl.co.uk>.

Visits to the school are strongly encouraged. To book a tour of the school, please e-mail enquiries@heronsgateschool.co.uk or call the school office on 01908 550811.



Heronsgate School

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 package, enhanced Maternity/Paternity/Adoption Leave and Employee Assistance Programme.

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All school-based posts are defined as Regulated Activity, and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

We are an equal opportunities employer. We invest heavily in professional development to enable our staff to flourish and to continually learn and develop.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

