



# Bradwell Village School

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[www.bradwellvillageschool.co.uk](http://www.bradwellvillageschool.co.uk)

*"Striving for excellence, providing a caring environment where every child matters"*



Head of School Miss Lisa Vincent

Executive Headteacher Ms Sashi Siva

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## Business Support Assistant – Level 1

**Start date:** As soon as possible

**Hours:** 27.5 hours per week (8:30–14.30)- Monday to Friday

**Weeks:** 39 weeks per year (including 5 INSET days)

**Salary:** Grade C1 £25989 – C2 £26403(FTE). Actual salary Gade C1 £16762– C2 £17029

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### Join Our Friendly School Office Team

We're looking for a warm, organised and enthusiastic **Business Support Assistant** to join our busy school office. Every day is different in our office, and you'll play an important part in keeping things running smoothly and making sure everyone feels welcome — from parents and carers to visitors and pupils.

If you're someone who enjoys working with people, can stay calm under pressure, and loves being part of a supportive team, we'd love to hear from you.

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### What You'll Be Doing

- Greeting visitors and managing our main reception
- Answering queries from parents, carers, and staff — in person, by phone or by email
- Helping with day-to-day admin tasks and keeping things organised
- Handling payments from parents and carers
- Updating pupil information using **SIMS** and **ParentMail**
- Supporting our Catering Team with lunch orders
- Helping to organise school events for our families
- Using your initiative to spot what needs doing and get it done

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### A Little About You

You'll have great communication and time management skills, and you'll enjoy being busy and part of a team. Experience with any of the following systems would be helpful — but don't worry if you haven't used them before, we can show you the ropes.

- **SIMS**
- **ParentMail**
- **InVentry**

## **Why You'll Love Working With Us**

You'll be joining a caring, hardworking team that supports one another every day. We're proud of our welcoming school community, and we're looking for someone who'll bring enthusiasm, kindness and a can-do attitude.

If you'd like to find out more, why not come and visit us? We'd be delighted to show you around.

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**Closing date for applications:** 12.00pm, Friday 5<sup>th</sup> December 2025

**Interviews will be held:** Week Commencing Monday 8<sup>th</sup> December 2025

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## **Safeguarding**

We're committed to safeguarding and promoting the welfare of children and young people. All posts are subject to enhanced DBS checks and appropriate references and are exempt from the Rehabilitation of Offenders Act 1974.

We're proud to be an equal opportunities employer and welcome applications from everyone. An online check will be completed for shortlisted candidates. If you don't have the formal qualifications listed but can show us equivalent experience or skills, please still apply — we'd love to hear from you.

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