



The Willows School and Early Years Centre
Fishermead Boulevard, Fishermead, Milton Keynes MK6
Tel: 01908 528803 Email: office@thewillowseyc.org.uk
Website: www.thewillowseyc.org.uk

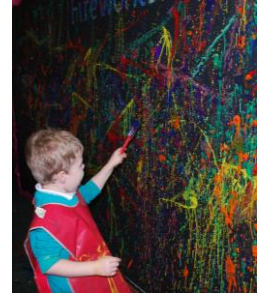
**To become honest, active citizens
and lifelong learners in a global society**



Office Administrator To start November 2024

**25-28 Hours term time plus 1 week
Monday - Friday**

**Fixed term contract until November 2025
Pay Band C £23,893 - £24,294 (FTE)**



Are you looking for something new where you can enjoy a challenge with each day being different? Then look no further! The Willows School and Early Years Centre is a thriving Infant School with a nursery (from age 2). Through our culture of supporting the whole family, we work closely with our on-site children's centre to support children from all backgrounds to make good progress. The school has recently been judged "good" by Ofsted and we are now on our journey to "outstanding".

We can offer you:

- A supportive leadership team, a friendly workplace and a chance to make a real difference in the lives of our children.
- A flexible working environment and fantastic opportunities for continuing professional development.
- LGPS pension scheme, access to a free wellbeing app and a commitment to staff wellbeing.

We are looking for someone who:

- Can be the first point of contact for pupils, parents and visitors, having a friendly and courteous outlook and be an effective communicator
- Can provide administrative support to the office and have excellent organisational skills
- Experience of working in a school office is desirable, including using SIMS and/or FMS.
- Is enthusiastic, energetic and willing to be involved in all aspects of school life.

The Willows School is committed to equal opportunities and we encourage applications from applicants from all backgrounds.

We encourage applicants to look round our school. **Visits to the school are welcome** - please contact the school office to book a time.

Application packs are available from the school office and our website. All applications **must** be made using the Milton Keynes Council application form. CVs will not be accepted.

Closing date for applications: 11th October 2024 12pm

Interviews will be held week commencing 14th October 2024

The Willows School and EYC is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the centre's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives. References may be taken up prior to interview. An online search will be conducted on shortlisted applicants. The post is exempt from the Rehabilitation of Offenders Act 1974, (amended 2013 and 2020).