

MK Sapphire Federation

Executive Headteacher: Miss H Nicholson

Business Assistant

Grade D - £12,583 actual

9:00am – 1:00pm 39 weeks a year

We are looking for a friendly, dedicated, and highly organised Business Assistant to join our school community. This is a fantastic opportunity for a prepared and proactive individual who enjoys working as part of a team, supporting the Finance Manager in delivering effective business administration across the school.

The successful candidate will play an important role in helping the day-to-day financial processes run smoothly, ensuring records are accurate and up to date, and supporting the school in meeting its statutory and regulatory responsibilities.

We are looking for an individual who:

- has good numerical and organisational skills
- demonstrates accuracy and attention to detail
- has experience in financial administration (school experience desirable)
- is confident using financial systems and Microsoft Office applications
- is able to manage workload effectively and meet deadlines
- can work well as part of a team and maintain confidentiality at all times

For further information or to request an application pack, please call 01908 221242 or email admin@stantonschoolmk.org.uk

Closing date: 12 noon on Monday 13th July 2026 and interviews the same week

The MK Sapphire Federation reserves the right to withdraw this advert early if a suitable candidate is found.

Previous applicants need not apply.

Stanton School, Fairfax, Bradville, Milton Keynes, MK13 7BE

www.stantonschool.co.uk

The MK Sapphire Federation is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and all appointments are subject to rigorous safeguarding checks, including satisfactory references and an enhanced DBS check (with barred list check where appropriate). Online searches may be carried out as part of due diligence on shortlisted candidates. Offers of employment are conditional upon the satisfactory completion of all required pre-employment checks.

Visa sponsorship – Visas cannot be sponsored