



**Inspiring Futures  
Through Learning**



**Chestnuts Primary School**  
'Encourage, Enable, Empower'

## **SENIOR ADMINISTRATOR**

**REQUIRED ASAP**

**Salary Grade E FTE £20661 per annum**

**Actual pay £18039**

**37 hours per week 40 weeks per year (term time plus inset days plus one additional week)**

Chestnuts Primary School is part of the Inspiring Futures through Learning, Multi-Academy Trust, which comprises of seven good and outstanding schools. The Trust is committed to developing a family of schools whose purpose is to inspire the futures of their children through learning together.

- We are looking to recruit an exceptional administrator to support our Senco, Senior Leadership team, Safeguarding Lead and provide dedicated support to the Headteacher. You will have meticulous attention to detail, a good working knowledge of Microsoft office including excel and word and the ability to work with other software systems as and when required. We are looking for someone with a passion for inclusion and an understanding of SEND and you must be able to multi – task and prioritise your own workload

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will join a superb and ambitious team and work with awesome children.

You will also have full access to our staff benefits package as outlined below:

- bespoke CPD package through MKTSA,
- discount on gym membership,
- cinema tickets,
- childcare vouchers,
- cycle to work scheme and much more.

We strongly advise you to visit our wonderful school. Please call the school office to arrange a tour. If you are interested in joining our phenomenal team, please contact Julie Drury on 01908 373748 or email; [office@chestnuts.milton-keynes.sch.uk](mailto:office@chestnuts.milton-keynes.sch.uk)

**Closing Date: Friday 18<sup>th</sup> January**  
**Interviews: w/c 21<sup>st</sup> January**

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If you would like to join our dynamic team, please download an application pack available on our website [www.chestnutsprimaryschool.co.uk/vacancies](http://www.chestnutsprimaryschool.co.uk/vacancies), complete the form in full and return by email to [office@chestnuts.milton-keynes.sch.uk](mailto:office@chestnuts.milton-keynes.sch.uk) ahead of the closing date. Alternatively, completed application forms can be posted to Julie Drury, School Business Manager, Chestnuts Primary School, Buckingham Rd, Bletchley, Milton Keynes MK3 5EN.

*Chestnuts Primary School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced.*