



White Spire School

Rickley Lane, Bletchley, Milton Keynes, MK3 6EW.

E-mail admin@whitespireschool.org.uk

www.whitespireschool.org.uk

Telephone: 01908 373266



Headteacher: Michelle Bartle

Admin Support Assistant

Salary: Grade MK: D1 – Actual Salary: £22,746

Hours: 8.30am – 4pm per week, 39 weeks per year (paid 45 weeks per year)

Start Date: Negotiable

White Spire School is a Rec-19 year's special school in Milton Keynes. We cater for students with Global Development Delay. As a school, we have carefully and meticulously created a curriculum that stimulates and challenges our young people.

Do you have the commitment to 'open doors' for pupils and share our desire to make the most of every day? You will be part of a strong committed team working to provide the best for our pupils, all of whom have an EHCP.

Key Responsibilities

- Provide administrative support to the office and have excellent organisational skills
- Experience of working in a school office is desirable, including using SIMS
- Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors etc.
- To assist with the routine arrangements for school activities such as school photographs, school trips etc
- To liaise with parents / carers / staff etc, as directed regarding attendance
- To handle cash, in line with the school's finance policy, collecting money from pupils, parents/carers
- Is enthusiastic, energetic and willing to be involved in all aspects of school life

We are looking for someone who:

- Has strong administrative and organisational skills.
- Has excellent communication and interpersonal skills.
- Is able to work effectively as part of a team.
- Has experience of working in a school office environment
- Has experience of using SIMS
- Is proactive, adaptable and committed to supporting the smooth running of the school office.

This is an excellent opportunity for someone who is enthusiastic, motivated, and eager to make a positive contribution to the team.

Visits to the school are warmly welcomed and encouraged. If you would like further information or wish to arrange a visit, please contact Tracy Fenton on 01908 373266 or email admin@whitespireschool.org.uk. To apply, please complete and return an application form (available from the school office) by the closing date. Please note that we do not accept CVs. We look forward to receiving your application.

Closing Date:

Midday Monday 9th November 2026

Shortlisting:

W/C Monday 9th November 2026

Interview Week Beginning:

W/C 16th November 2026

White Spire School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

"This post is subject to Safe Recruitment" and "An Enhanced DBS with Barring Check is required for this Post"

Shortlisted candidates will be subject to an online search.

"Milton Keynes Council is committed to making sure that everyone living in Milton Keynes is safe and protected and that our specific statutory responsibilities to safeguard children and vulnerable adults are effectively met"