



Barleyhurst Park Primary School.
Forfar drive, Bletchley, Milton Keynes, MK3 7NA.
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E-mail: office@barleyhurstpark.com
Headteacher: Mrs W Smith Bed (Hons) NPQH.

**School Finance Administrator (Business Support Level 2) for
September 2025
Grade D: £25,992 - £27,269 FTE**

With the potential to move to F Grade following a successful probation period.

Barleyhurst Park Primary School is looking for an experienced Finance Administrator initially for 20 hours a week, 39 weeks of the year.

The successful candidate requires experience and knowledge of financial systems. They would need to be highly organised in their day-to-day work, be able to prioritise effectively, and meet deadlines. Ideally, you should have experience of working within a school environment, although this is not essential.

This is a fantastic opportunity for someone to join our committed school team, to support the smooth running of the school. Governors strongly support opportunities to undertake further training and will be supported by MK ITTS team. Visits to the school are encouraged.

To arrange a visit or for further details of the role, please contact Mrs C McKenzie between 9am - 4.00pm.

*Barleyhurst Park Primary School is fully committed to safer recruitment practice. Pre-employment checks will **always** be undertaken before any appointment is confirmed. All prospective employees are subject to enhanced DBS check. We are an Equal Opportunities employer. All applicants must submit a completed application (CVs not accepted)*

Closing date: Friday 20th June 2025 although we reserve the right to interview sooner if a strong applicant is presented before this date.

Interviews: TBC

