



MEREBROOK INFANT SCHOOL
Dulverton Drive, Furzton, Milton Keynes,
MK4 1EZ.
Telephone: (01908) 522876
Email: office@merebrookschoo.co.uk
Head of School: Miss T Hurwood



EMERSON VALLEY SCHOOL
Hodder Lane, Emerson Valley, Milton
Keynes, MK4 2JR
Telephone: (01908) 507914
Email: office@emersonvalley.org.uk
Head of School: Mr I Mortimer-Fox

Executive Headteacher: Mrs H White

MEREVALLEY FEDERATION School Business Support Assistant

**Required as soon as possible for 37 hours per week, school term time +
5 INSET days.**

Salary: Grade D (level depending on experience).

Working hours are 8:00am – 4:00pm Monday to Friday.

We are two schools on two sites with one shared vision. Merebrook Infant School is a 2-form entry Infant School and is federated with Emerson Valley School, which is a 4-form entry Junior School.

This is a great opportunity for a hard-working individual to join our fantastic office team at our Emerson Valley site. We are looking for applicants that have the ability to multi-task and prioritise their duties within the school office environment. Experience of working in a school office environment is preferred but not essential for the right candidate. However, you must be able to use IT systems effectively to communicate with parents and staff.

In return we can offer:

- Smiling children who enjoy coming to school and love learning
- A welcoming work environment
- Friendly and supportive Staff and Governors
- Excellent opportunities and support to further develop your skills

As a Federation we prioritise the wellbeing of all of our staff and children. All staff are entitled to one wellbeing day per academic year during term time.

The application form and further information, including the job description, can be downloaded from the Emerson Valley School website. Application packs are also available from our school office.

Closing Date for applications: Monday 11th October 2021 at 9am
Interviews: to be confirmed following shortlisting

The successful applicant will require an enhanced DBS check.
The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.