



MK Sapphire Federation



Pepper Hill Infant School & Nursery
Stanton Junior School

Executive Headteacher: Miss H Nicholson

Administration Assistants

Post 1 – 9:00am to 12noon

Post 2 – 12noon to 4pm

Grade C - £12,094 (actual) 39 weeks per year

Finance Assistant

Grade D - £12,483 (actual) 39 weeks per year

Start date: 1st June 2026

An exciting opportunity has arisen for three new posts at MK Sapphire Federation. Organised and proactive individuals are sought to join the school office team, supporting the effective day-to-day running of the schools. These roles play an important part in ensuring that administrative systems operate smoothly.

Successful candidates will be well organised, with strong attention to detail and good communication and interpersonal skills. They should be confident in using IT systems and office software, able to work both independently and as part of a team, and capable of managing a range of tasks while prioritising effectively.

MK Sapphire Federation offers a supportive and welcoming working environment, with opportunities to develop skills and gain valuable experience within a professional setting. This is an opportunity to contribute positively to the school community.

Applications are welcomed from individuals with an interest in finance and administration who are keen to play a key role in supporting the schools.

For an application pack please contact Stanton School on 01908 221242 or email ccarter@stantonschoolmk.org.uk

We would love to show you around our amazing schools, so, book a tour today.

Closing date: 12 noon on Monday 11th May 2026

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

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.