



## The staff and children of our Academy are looking for an excellent **Administration Assistant**

**School:** Cranfield Church of England Academy

**Start date:** As soon as possible

**Salary:** Level 2A – Point 3-4 - £23,114 FTE

**Hours:** 8.00am – 4.00pm – Monday to Friday

**Contract:** Permanent

**Enjoying  
Achieving  
Learning**

Cranfield Church of England Academy and Little Cranes Pre-School is a caring and committed Christian school that places children at the heart of all of its work. We are committed to working towards our overall vision of aspiring for all members of our family to live life in all its fullness. There is an exceptionally strong sense of community at Cranfield Church of England Academy, and we pride ourselves on our positive relationships.

**We are seeking an excellent, committed Administration Assistant who is fully immersed in our ethos of 'enjoying, achieving and learning'.**

This is an exciting opportunity to join our proud and popular school. The successful candidate will need to have excellent communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards. Flexibility and the ability to work well with the rest of the staff team are equally important.

In return we can offer you the opportunity to be part of our happy, successful and ambitious school. We have a brilliant staff team, wonderful children and a supportive school community and governing body.

For an informal discussion or to arrangement a visit, please contact our School Business Manager, Zoe Bolitho, via email: [recruitment@cranfieldacademy.co.uk](mailto:recruitment@cranfieldacademy.co.uk). Visits to the school are welcome and encouraged.

St Peter's Site: Court Road, Cranfield MK43 0DR  
St Paul's Site: Braeburn Way, Cranfield, MK43 0EH  
Telephone: 01234 750261

**Closing date:** Tuesday 3rd February 2026, 9:00am  
**Shortlisting:** Tuesday 3<sup>rd</sup> February 2026  
**Interviews:** Tuesday 10<sup>th</sup> February 2026

**Diversity statement:** At Cranfield Church of England Academy, we support the principle of equality and diversity in employment wholeheartedly and welcome applications regardless of age, disability, religion or sexual orientation.

**Safeguarding statement:** The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Candidates will be required to undergo a number of pre-employment checks including an enhanced DBS check.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an enhanced with barred list and criminal records bureau check. It is an offence to apply for this post if you are barred from engaging in regulated activity relevant to children.**

