



Challney High School for Girls

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<https://www.challneygirls.luton.sch.uk>

Headteacher: Mrs S George

Developing influential women of the future.

February 2026

Dear Applicant

Admin Assistant
L3, point 6, £22,490 (actual salary)
Permanent
Start date: As soon as possible

Thank you for your interest in the Admin Assistant role at Challney High School for Girls. This is an exciting opportunity for the right candidate.

Challney High School for Girls is a special place to work. Our vision is to 'develop influential women of the future' so that they have the capacity to pursue and have impact within any avenue they choose. Our students are remarkable and a pleasure to work with. They are ambitious, respectful and have a strong sense of generosity and kindness towards others. The school achieved World Class Status in June 2023 and was judged as Ofsted Outstanding in March 2025. These are fantastic achievements and a testament to the work of our committed staff body, the students and their families and the support of the Local Governing Body and Chiltern Learning Trust. We are incredibly proud of our school community.

Our students are already extraordinary young women and through our school motto of Respect, Opportunity and Achievement, we aim to support and prepare them to make a difference to the world around them, locally, nationally and internationally. Fostering a love of learning, celebrating individual and collective achievements and developing consideration for others and friendships are central to our ethos and school community.

The post will appeal to someone with exceptionally high standards and who is committed to ensuring that the school continues to push forward. Getting the right support staff is crucial for us, but it is equally crucial that Challney High School for Girls is the right school for you. I strongly encourage a visit to the school. There is no better way to gain a sense of what working here might feel like than a visit to the school.

For further details about our school, you can visit our website [here](#) or view our prospectus [here](#). You can hear directly from our students about some of the opportunities we have at the school [here](#).

If you would like to arrange a visit to the school, please contact Shazia Hussain HR, by email on hr@challneygirls.luton.sch.uk. If you would like to discuss the position informally with the Headteacher, Sheba George, please contact Alison Ross (Headteacher PA) on 01582 571427 or email headspa@challneygirls.luton.sch.uk.

This post will close when a sufficient number of applicants apply, so you are advised to submit your application early. However, the final closing date will be **12.00pm on Friday 27th February 2026** via www.mynewterm.com.

Interviews will take place shortly after the closing date.

We look forward to receiving your application.



Mrs Sheba George
Headteacher