

13th February 2026

Dear Applicant,

Administration Assistant / Receptionist
27 hours per week, 39 weeks per year (including 5 training days)
Permanent
Actual Salary - £16,412 - NJC L3 pt 6
Closing date: Monday 23rd February 2026

Thank you for your interest in this role, we are delighted you are considering joining our team.

Lancot School has over 440 pupils on the school roll, aged 3 to 11 years. We are an inclusive school and we promote an awareness of individual needs. Our school focuses on four key values; Strength, Working Together, Aspiration and Nurture. We are proud of our Character Education provision which underpins all areas of our educational offer.

Our aim is to nurture our pupils to become confident, caring and ambitious children who are ready to make a positive contribution to the wider community. We expect all adults to lead by example, treating children and colleagues fairly, consistently and with kindness and respect.

The school is proud to be part of Chiltern Learning Trust, an outstanding and progressive multi-academy Trust in Bedfordshire. The Trust and school work together in a very supportive and collaborative way, offering a wealth of staff professional development.

Please look at both the school and the Trust website for further details. This is an ideal opportunity to make a real difference to the pupils and their life chances. If you wish to discuss this post further, please contact HR, hr@lancotschool.co.uk for an informal discussion.

The closing date for applications is 12pm on Monday 23rd February 2026. Interviews will take place shortly after closing date.

We look forward to receiving your application.

Your sincerely



Claire Probert
Head Teacher