

September 2026

Receptionist/Admin Assistant
L2, SCP4-5 - £14,269 – £14,495 actual salary
25 hours per week, 39 weeks a year including 5 training days
1 year fixed term contract

Dear Applicant,

Thank you for your interest in the opportunity to join our dedicated and forward-thinking team at Springfield Primary School.

We offer a friendly and welcoming environment where pupils and staff genuinely enjoy attending school every day. As a school we believe that learning should be engaging and enjoyable. We want all our children to succeed and we have high expectations for all our pupils. Across all year groups our pupils have positive attitudes to their work and are enthusiastic learners. The school is situated in the heart of Kempston and serves a multitude of ethnicities. We currently have 390 pupils on roll and are a two form entry primary school.

Why work at Springfield?

'There is something special about Springfield that is hard to put into words. When you walk around there is a calm and lovely atmosphere that is noticed by staff and visitors.' - Staff Survey 2026

'The whole school embodies a welcoming environment. Leaders go above to support staff and boost wellbeing. It feels like an environment people want to progress in' - Class Teacher 2026.

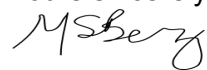
The school is proud to be part of Chiltern Learning Trust, an outstanding and progressive multi-academy Trust in Bedfordshire. The Trust and school work together in a very supportive and collaborative way, offering a wealth of staff professional development.

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 learners and their life chances. Visits to the school are positively welcomed. If you would like to arrange a convenient time or if you wish to discuss this post further, please contact Becky Cave, HR via email hr@springfieldprimaryschool.org.uk for an informal discussion. Further information is also available on our website and Twitter/X account.

The closing date for applications is 9am on Friday 18th September 2026.

Thank you for your interest in Springfield Primary School

Yours sincerely



Monique Berry
Headteacher