



Proud to be part of

PYRAMID
SCHOOLS TRUST

RECEPTIONIST &

ADMINISTRATIVE ASSISTANT

INFORMATION PACK

'to flourish, learn and grow'

We welcome applications from all suitably qualified people regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Parkfields Middle School is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS). CVs will not be accepted for any posts based in schools.

We are an Equal Opportunities employer.



Parkfields School
FLOURISH, LEARN AND GROW

RECEPTIONIST & ADMINISTRATIVE ASSISTANT

PERMANENT - 36 HOURS PER WEEK TERM TIME + 5 TRAINING DAYS

NJC Payscale 2D, Points 4-6, Starting from £20,959 P/A Actual

For an immediate start we are seeking a suitably qualified School Receptionist to work 36 hours per week term-time only, including 5 training days (Monday – Thursday 8am-4.00pm, Friday 8am-2.30pm). The successful candidate will ideally have school/receptionist experience and compliment a team of hard-working, dedicated, efficient and friendly staff.

The main responsibilities will include providing professional day-to-day reception, administrative and clerical support in the main school office. Acting as lead first aider including delivering first aid duties.

The successful candidate will need to have a friendly and approachable demeanour, especially when dealing with pupils, parents and visitors.

Parkfields has 470 children and includes a hearing impaired provision. The school was inspected in May 2024 was judged to be 'Good' in all areas by Ofsted.

We offer:

- Engaging, friendly and well-motivated children
- A pedagogical focus
- A broad range of facilities
- A supportive working environment



✓ Closing date:
Thursday 18th June, 2026

✓ Interviews:
w/b 22nd June 2026

Please note that earlier applications would be welcomed and shortlisted candidates may be interviewed before the closing date.

✓ Interested candidates are welcome to contact Mrs Louise Reynolds.
Email: lreynolds@parkfieldsschool.co.uk for further information

✓ Applications should be made via [My New Term](#)
Click here to apply

A WARM WELCOME FROM MR. JAMES HUGHES, HEADTEACHER

Dear Applicant,

Thank you for your interest in the post of Teacher of Science at Parkfields. This post offers an excellent opportunity for someone looking to develop their career as part of a strong and supportive team.

Parkfields is a wonderful school where everyone works together to achieve the very best for all the pupils who attend and truly reflects our motto, **Flourish, Learn and Grow**. In the staff we appoint, we look for that much undervalued quality of humanity, along with an acceptance that young people will always make a few mistakes – and that it is our job to ensure that they develop and learn from them.

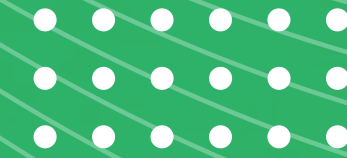
Parkfields is a founding member of The Pyramid Schools Trust - an ever growing Trust, established in 2020. The Trust emerged after many years of successful collaboration between the cluster lower, middle and upper schools. The Trust schools share a set of common values and beliefs that underpin our collaborative culture. Collectively we agreed our vision of: **Working in partnership, so future generations achieve, belong and contribute** perfectly summarises our family of schools.

A person specification and job description are included within the advert. Please note that only candidates who fulfil the essential requirements will be shortlisted; therefore, please ensure you refer to the components of the person specification in your application form. You can find much more information about the school and our ethos, including a virtual tour and pupil interviews, on our website www.parkfieldsschool.co.uk

During the selection process, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children. The School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure, references and medical clearance.

Your current and/or previous employers will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. If you have not heard from us by **19th June 2026**, please assume you have not been short-listed. May I thank you for your interest and wish you good luck in the future if you do not hear from us.

Yours sincerely
Mr. James Hughes





WHY WORK AT PARKFIELDS?

Parkfields Middle School is based in Toddington. The school benefits from modern facilities including spacious, light classrooms, all of which are fully equipped with smart screens or televisions. The school also enjoys science, sports, music, technology and arts facilities. Staff often remark that Parkfields is a great place to work. Staff retention is very high which we think reflects the supportive and friendly environment in which we work. The children are hardworking, capable and diligent. New staff to the school often remark that they enjoy working in an environment where children want to learn. The recent Ofsted inspection noted that pupils flourish in an environment that fosters their academic progress and broader social development exceptionally well.



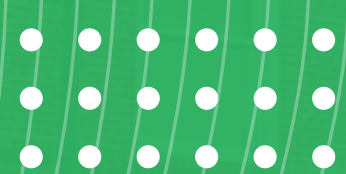
WHY WORK IN TODDINGTON?

Toddington is situated in rural Bedfordshire in the Chilterns Hills, which has been declared an 'Area of Outstanding Natural Beauty'.

Toddington has a variety of historic buildings dating from the 13th century onwards. The school is based on Park Road just up from the village centre. Toddington has a range of shops, sports facilities, walking trails, pubs and restaurants whilst being only 45 minutes away from central London and all that it has to offer.

Nearby Harlington has a train station offering fast and frequent commuting into King's Cross St Pancras. We are also within easy distance of the M1, A5 and Luton Airport.

The surrounding areas of Toddington are affordable places to live with many staff members commuting from Leighton Buzzard, Flitwick, Ampthill and Bedford and of course Toddington itself.



✔ SUPPORTIVE AND CARING COLLEAGUES

✔ PREFERENTIAL ADMISSION FOR CHILDREN OF STAFF

✔ A POSITIVE ATTITUDE TO STAFF WELL-BEING AND MENTAL HEALTH

✔ EXCELLENT OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT

PARKFIELDS

AT A GLANCE

1963

School
Formed

Current staff
have worked
10+years at
Parkfields: **26**

Wellbeing
programme

Staff
promoted
internally in
the past 2
years:

5

Residential trips:

Conover Hall, France,
Calshot, Skiing

We believe that engaging in extracurricular activities is essential for holistic development, as it allows students to explore their interests outside the classroom, build new skills, and foster social connections. These activities provide opportunities for teamwork, leadership, and personal expression, contributing significantly to a well-rounded educational experience.



470

**NUMBER OF
CHILDREN**

27

**TEACHING
STAFF**

45

**SUPPORT
STAFF**

40

**AVERAGE NUMBER OF
EXTRA CURRICULAR
CLUBS AND SOCIETIES
PER WEEK**

Staff development:

SCITT, ECT, Leadership
programmes, shadowing,
coaching, NPQs,
apprenticeships

MAKING AN APPLICATION

The purpose of the selection process is to assess your suitability for the post and give you an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work in school and will include questions relating to safeguarding and promoting the welfare of children.

HOW TO APPLY

To apply for this position, please visit MyNewTerm

[Click here to apply](#)

Please note that only fully completed application forms will be considered. CVs will not be included in the short-listing process

INTERVIEW

Short-listed candidates will be interviewed by members of the Senior Leadership Team. The interview process will include tasks and/or practical elements- see below

SAMPLE LESSON (TEACHING STAFF ONLY) N/A

Teaching Candidates invited to interview in person may be expected to prepare and deliver a sample lesson of up to one hour, which will be observed by the Head of Department or Subject Leader. Details of the material to be covered will be sent in advance. Candidates are advised to avoid trying to cover too much in the lesson, but to have enough material to fill the time available: pupils at the school are of differing degrees of ability and will expect to be involved in lessons that challenge them.

ADMIN TASK (SUPPORT STAFF)

The interview process for support staff will include a skills test which is relevant to the role in which you are interviewing for. These will be completed using Google docs and Google sheets, which are very similar to Microsoft Word and Excel. We will provide the equipment needed for these tasks.