



CHILTERN
LEARNING
TRUST



HIGH SCHOOL
Denbigh
A SPECIALIST SPORTS COLLEGE

January 2026

Dear Applicant

RECEPTIONIST AND ADMINISTRATION ASSISTANT

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

Denbigh High School has a strong local and national reputation as an outstanding school and it is a very dynamic and exciting place to work. Our staff are highly valued, well supported and benefit from extremely positive pupil relationships and a calm and purposeful working environment.

These qualities are a central characteristic of our school and have been cultivated over many years through a whole school ethos that ensures that everyone works together to help one another succeed. Our core value statement '*High achievement for all is our shared responsibility*' reflects this ethos and is understood and embodied by every child and adult in the school.

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 Anna Walczynska, Assistant Headteacher, at awalczynska@denbighhigh.co.uk for an informal discussion.

The closing date for applications is **09:00am, Friday 23rd January 2026**

We look forward to receiving your application.

Yours sincerely

Donna Neely-Hayes
Headteacher