



April 2026

Dear Colleague

|

**Receptionist / Administrative Assistant**  
**NJC L2 (point 4-5) £21,794 - £22,139**  
**Full Time, Fixed Term**

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

Daubeney Academy and all its staff are committed to providing a First Class education for all our students. We are a 600 place Secondary school in the heart of the Kempston area of Bedford. The school is going through an exciting time of growth and development, and our vision is to create a school that everyone is proud of, which inspires individuals, enables success and provides opportunities for all.

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 Mrs Laura Forestiero, [lforestiero@daubeneyacademy.co.uk](mailto:lforestiero@daubeneyacademy.co.uk) for an informal discussion.

The closing date for applications is 9am on Monday 11th May 2026.

We look forward to receiving your application.

Your sincerely

Chris Carter  
**Headteacher**