



January 2026

Dear Applicant,

ADMINISTRATION ASSISTANT
ACTUAL SALARY: L3 (POINTS 6 - 8) £22,490 - £23,213
37 HOURS PER WEEK/39 WEEKS PER YEAR + TRAINING DAYS
PERMANENT CONTRACT

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

We have created an exceptional learning environment with an ethos which promotes a love of learning.

The school opened in 2018 in temporary facilities and we moved into our brand new building on Gipsy Lane a year later, where we have excellent facilities and up to date equipment to support our pupils in their learning.

We now have five year groups and have reached our capacity with a cohort of 1200 students. Our success within our first years is well noted within the community and is reflected in our lengthy waiting list.

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 Carl Belle at cbelle@chiltern-academy.co.uk for an informal discussion.

The closing date for applications is **09.00am on Monday 26th January 2026**.

We look forward to receiving your application.

Your sincerely

Ian Douglas
Headteacher