



August 2026

Dear Applicant

HR Administrator - L4 pts 9 - 14
£16,009 - £17,349 per annum
25 hours per week / 39 weeks per year
(Term Time plus 5 training days)

Thank you for your interest in the Chiltern Learning Trust. It is an exciting time to join us. Our current schools are performing very well and our growth, expansion and development is dynamic and purposeful.

The job is a role working in the Leighton Buzzard Hub, and will be based at either Cedars Upper School, Linslade School or Gilbert Inglefield Academy. The successful candidate will provide administrative support to the Headteacher and Senior Leadership Team, working closely with the Trust's Central HR Team. We are looking for someone with a positive attitude, enthusiasm and a keen eye for detail. Previous experience of working in an office environment is required and working in HR is desirable.

For more information or an informal conversation, please do not hesitate to contact Laura Townsend, HR Manager via hr@chilternlearningtrust.org or call 01582 550789.

This post will close when a sufficient number of applicants apply, so you are advised to submit your application early. However, the final closing date will be **9.00am on Friday 4th September 2026** via www.mynewterm.com.

Yours faithfully

Adrian Rogers
Chief Executive