



Our Ref: CJ/RR

February 2026

Chiltern Teaching School Coordinator

37 hours per week, 40 weeks per year

Actual Salary: L3 £22,324 - £23,041

Dear Applicant,

Thank you very much for your enquiry about our Chiltern Teaching School Coordinator vacancy which has arisen due to the continued growth within the team.

We are looking for a positive, enthusiastic person to administer the activities undertaken by our successful teaching school including the outstanding initial teacher training provision and our teaching school hubs. The successful candidate should have previous administrative experience and be confident in the use of ICT.

The post is based at Redgrave Children's Centre, Redgrave Gardens, Luton, working closely with our other Coordinators under the direction of the Teaching School Manager.

For more information, please contact Claire Justin, Teaching School Manager on 01582 550789 or email claire.justin@ctg.ac.uk.

The closing date for your application is 9am Monday 2nd March 2026 via www.mynewterm.com.

Interviews will take place shortly after.

I look forward to receiving your application.

Yours sincerely,

Claire

Claire Justin
Teaching School Manager