

March 2026

Dear Applicant,

**Receptionist/  
Administrator  
L3  
37 Hours  
per week  
Permanent**

Thank you for your interest in Cedars Upper School. We are delighted that you are considering joining our team. The opportunity to take a leading role in our ongoing pursuit of excellence, as we strive towards an 'outstanding' rating from Ofsted in all areas, is perfectly suited for a dynamic and exceptional leader. Cedars Upper School, home to 1200 students, is a well-regarded institution with a thriving sixth form.

We are proud to announce that our Sixth Form has been graded as 'outstanding' by Ofsted, a testament to our unwavering commitment to educational excellence. This accomplishment reflects our relentless pursuit of high standards, especially in the sixth form, where they consistently achieve remarkable results. As noted by Ofsted 23, "Pupils at Cedars Upper School achieve well. They benefit from leaders' high expectations of their learning.

At Cedars Upper School, we foster an environment where positive relationships between students and staff thrive based on trust and mutual respect. Our commitment to maintaining a calm, respectful and orderly atmosphere throughout the school ensures that our students feel safe and enjoy their time here. We take great pride in creating a nurturing and secure environment where students feel enthusiastic about being at school. This sense of safety and belonging is integral to our educational philosophy.

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 Mark Gibbs, Headteacher, Melanie Norman and Umara Qureshi, Heads of School, at 01525 219300 or via [hr@cedarsupper.co.uk](mailto:hr@cedarsupper.co.uk) for an informal discussion.

The closing date for applications is 12pm on Tuesday 10<sup>th</sup> March 2026.

We look forward to receiving your application.

Yours sincerely,



Mark Gibbs  
Headteacher