



April 2026

Dear Applicant,

Administrative Assistant – L3 pts 6 - 8
£15,195 per annum (actual salary)
25 hours per week / 39 weeks per year
Fixed Term ending 31st August 2027

Thank you for your interest in the Chiltern Learning Trust. This is an exceptional time to join our community; our schools continue to achieve high standards, and our strategic growth remains both dynamic and purposeful.

We are seeking a proactive individual to join our Central Team, providing essential administrative support to the School Improvement Team while working in close collaboration with the Central HR Team. The ideal candidate will bring a positive attitude, genuine enthusiasm, and a meticulous eye for detail. Proven experience in an office environment, specifically regarding diary management, is essential for this role.

For further information or to arrange an informal conversation about the position, please contact Laura Townsend, HR Manager, at hr@chilternlearningtrust.org or on 01582 550789.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. We encourage early submission to avoid disappointment. The final closing date is **9:00am on Tuesday 5th May 2026** via www.mynewterm.com.

Yours faithfully

Lorraine Hughees
Deputy Chief Executive