



CHILTERN
LEARNING
TRUST



Putteridge
High
School

30th June 2026

Dear Applicant,

Senior Administrator L5
Term time plus 5 inset days
37 hours per week
Permanent

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

We are exceptionally proud of our First Class ethos, we are a community school and take seriously the responsibility that our students leave us as healthy, respectful citizens who are ready to make their way successfully and safely through their adult lives.

We strongly believe in a knowledge-rich curriculum that promotes equity and diversity and are firmly dedicated to creating an inclusive environment where everyone can feel safe, enjoy and achieve. We enrich our learners with a breadth of knowledge, as well as opportunities and experiences, both in the local community and beyond in order to help them become positive global citizens.

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 hr@putteridgehigh.org for an informal discussion.

The closing date for applications is **9:00am on Friday 10th July 2026**.

We look forward to receiving your application.

Your sincerely,

David Graham
Headteacher