



CHILTERN  
LEARNING  
TRUST



Putteridge  
High  
School

15th June 2026

Dear Applicant,

**Receptionist / Administrator L3  
(Maternity cover - Fixed Term  
September 2026 - August 2027)  
Term time plus 5 inset days  
37 hours per week**

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](mailto:hr@putteridgehigh.org) for an informal discussion.

The closing date for applications is **midday Monday 29th June 2026**.

We look forward to receiving your application.

Your sincerely

David Graham  
Headteacher