

January 2026

Dear Applicant,

**Administrative Assistant**  
**£22,490 - £23,213**  
**37 hours per week, 39 weeks per year**  
**Permanent**

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

Kempston Academy, in Bedford, continues to undergo a rapid transformation with a focus on excellence, aspiration and strong relationships. Our mission is to provide the community with a school they can be proud of, and we believe our four key values will help us achieve this.

- *Attaining ambitious GOALS*
- *Demonstrating RESPECT & RESPONSIBILITY*
- *Taking OPPORTUNITIES*
- *WORKING together*

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 Sofia Quarta, Senior HR Lead at [hr@kempstonacademy.co.uk](mailto:hr@kempstonacademy.co.uk) for an informal discussion.

The closing date for applications is 09:00am on Monday 9th February 2026.

We look forward to receiving your application.

Your sincerely



Mr Paul House  
Headteacher