



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 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