

January 2025

Dear Colleague

**Receptionist/Administrative Assistant**

**£12.65 per hour**

**Casual Contract, Flexible Working**

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

Kempston Academy is a rapidly improving and growing secondary school in Kempston, Bedfordshire. We currently have 825 students in Years 7 – 13 and are proud to serve the local community.

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 Marcela Bell, Examinations Officer at [mbell@kempstonacademy.co.uk](mailto:mbell@kempstonacademy.co.uk) for an informal discussion.

The closing date for applications is 09:00am on Tuesday 11th February 2025.

We look forward to receiving your application.

Your sincerely



Mr Paul House  
Headteacher