



Lord Grey Academy

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Bletchley, Milton Keynes

enquiries@lordgrey.org.uk

ADMINISTRATOR Part Time

Tove Learning Trust Band D - £24,027 - £24,404 Actual annual starting salary: £11,170 per annum

Fixed term until 31st October 2025 20 hours per week, with a start time of 9.30am 39 weeks per year - Term time plus training days

Start date: 01/09/2025

About our School:

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: Why work at Lord Grey?

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Tuesday 22nd April 2025. Interviews will be held on Friday 25th April 2025.

Only successfully short listed candidates will be contacted.

Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey.

About the Role:

We are looking to appoint a highly capable and proactive Administrator to support the HR department at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the HR team and the School Business Manager. Due to

the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience in HR is not essential.

You will need to be flexible and able to prioritise a busy workload, have good communication skills and office skills. You will need to be ICT literate, particularly with Microsoft applications such as Word and Excel, and you will have experience of Google applications such as Google Docs, sheets, drive and email. Experience of HR software systems would be beneficial, although training will be provided. You will enjoy working with people from varied backgrounds and cultures. You will be tactful and discreet, with the ability to maintain confidentiality at all times.

Closing date for applications: 22/04/2025

Alternatively, you can apply here: <http://www.lordgrey.org.uk/general-information/vacancies/>