



Lord Grey Academy

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Bletchley, Milton Keynes

hr@lordgrey.org.uk

FULL-TIME SITE ASSISTANT

TOVE Learning Trust Band D - Salary Range: £24,027 - £24,404 Actual starting salary: £24,027 per annum

Permanent 37 hours per week 52 weeks per year with 25 days holiday entitlement (plus bank holidays)

Start date: 02/06/2025

About our School:

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 and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check

About the Role:

We require, as soon as possible, a Site Assistant to assist in the provision of a comprehensive site management service across the campus.

The successful candidate will be energetic and hardworking, working as part of the Site Team who are responsible for repairs and maintenance, security, cleaning, waste disposal, deliveries and portage across Lord Grey Academy. The successful candidate will be required to have excellent interpersonal skills, willing to learn new skills and flexible to meet the needs of the school.

This role could benefit a person who is new to working life, experienced in their field or looking to change the direction of their work. On site training will be provided by the Site team, plus the

Academy is looking to secure an apprentice course in Site Management in the future.

The successful candidate will need to work 11am - 7pm during term time. Be flexible with regards working hours to enable cover of staff. Holiday working hours typically 8am - 4pm.

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 to be held on Monday 28th April 2025. Only successfully short listed candidates will be contacted.

Closing date for applications: 22/04/2025

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