



Lord Grey Academy

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Bletchley, Milton Keynes

enquiries@lordgrey.org.uk

PA TO THE PRINCIPAL AND SCHOOL BUSINESS MANAGER
Tove Learning Trust Band H £28,624 - £32,115 Actual annual starting salary: £25,251 per annum
Permanent Hours of work: Monday, Tuesday, Thursday: 8.00am – 4.00pm / Wednesday: 8.30am – 5.30pm / Friday: 8.00am – 2.30pm 37 hours per week
Start date: 22/04/2025

About our School:

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 Wednesday 19th March 2025.

Interviews to be held on Monday 24th March 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 and enable us to continue to provide a great education for our amazing students as we prepare them for adult life.

About the Role:

We are excited to invite applications for the role of Personal Assistant (PA) to the Principal and School Business Manager at Lord Grey Academy. This is a fantastic opportunity to be a key support figure in our school community, offering a warm, welcoming presence while also ensuring smooth operations behind the scenes.

As the PA, you will play a vital role in supporting the Principal and School Business Manager with a range of tasks, including diary management, meeting preparation, handling correspondence and reports, note-taking, maintaining confidential filing systems, and providing hospitality when needed. Your ability to handle sensitive information with discretion and professionalism will be essential in this role.

We're looking for someone who is flexible, organised, and capable of managing a varied and busy workload. Strong communication skills and office experience are key, along with proficiency in Microsoft applications like Word and Excel, and familiarity with Google tools such as Docs, Sheets, Drive, and Email. Experience with Bromcom and ParentMail would be advantageous, though training will be provided if necessary.

Above all, we seek someone who enjoys interacting with a diverse range of people, maintains a tactful and discreet approach, and sets clear, respectful boundaries while offering support to both staff and students. If you're someone who thrives in a dynamic environment and is ready to contribute to a positive school atmosphere, we'd love to hear from you! 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/>

Closing date for applications: 19/03/2025

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