



**Lord Grey
Academy**
Lord Grey Can

www.lordgrey.org.uk
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Email: enquiries@lordgrey.org.uk
Associate Principal: Mrs Samantha Satyanadhan
Vice Principal: Mr Rob Page
Executive Principal: Mr Jim Parker
CEO Tove Learning Trust: Dr Jamie Clarke

STUDENT SERVICES ADMINISTRATOR

Permanent

Hours of Work: 8am - 4pm (3.30pm on a Friday)

37 hours per week

39 weeks per year - Term time plus training days

Tove Learning Trust - Band D - £22,737 - £23,114 pa

Actual annual starting salary: £19,526 per annum

We are looking to appoint a confident, capable and proactive Student Services Assistant to support the team in Student Services.

You will be the first point of contact for students to request non-academic support and facilitate information between students and home. You will also support the workload of the School Health & Welfare Officer in managing first aid and medical issues. Full training will be given.

The successful candidate will have excellent communication and organisational skills, and offer first rate IT skills Word. The successful candidate must have the ability to take the initiative, work to high standards, prioritise workload and be an assertive communicator.

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 Monday 4th March 2024. Interviews to be held on Wednesday 13th March 2024.

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. 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.