



**Lord Grey
Academy**
Lord Grey Can

www.lordgrey.org.uk
Tel: 01908 626110 Fax: 01908 366139
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

Office Administrator (Fixed Term Maternity Cover)

Hours of Work - 9am to 2pm, Monday to Friday
(flexibility required during exam periods)

25 hours per week

39 weeks per year - Term time plus training days
Tove Learning Trust Band D - £22,737 - £23,114

Actual annual starting salary: £13,213 per annum

We are looking to appoint, for September 2024, a highly capable and proactive Office Administrator to support the Academy's Data and Exams Office here at Lord Grey Academy.

The successful candidate will play a key role in providing day to day administrative services to support the Data and Exams Office. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information.

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. You will enjoy working with people from varied backgrounds and cultures and be tactful and discreet, with the ability to maintain confidentiality at all times.

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 3rd June 2024. Interviews will be held on Tuesday 11th June 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.