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## **Lord Grey Academy**

Bletchley, Milton Keynes

*01908 626110*

*hr@lordgrey.org.uk*

Careers Officer
£25,252 - £31,868 per annum
Permanent
<b>Start date: 24/07/2025</b>

### **About our School:**

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
- 24/7 GP Appointments & prescription services
- Dental treatment
- Optical care
- Physiotherapy
- Skinvision - skin health tracker
- A range of essential healthcare expenses
- Exclusive discounts on shopping & travel

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

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### **About the Role:**

CAREERS OFFICER - Permanent

37 hours per week  
Monday - Thursday – 8.30am – 4.30pm  
Friday - 8.30am - 4.00pm

38 term time weeks + 5 training days per annum and 5 further additional days during August to support with Examination Results

Tove Learning Trust Band H/I £28,624 - £36,124 FTE  
dependent upon qualifications and relevant experience

Actual annual starting salary range: £25,252 - £31,868 per annum

We require for July 2025 or September 2025, a Careers Officer at Lord Grey Academy.

The successful candidate will need to be able to deliver 1 to 1 and small group careers guidance and therefore a Qualification in Career Development (QCD), or a completed Level 6 Career Development Professional qualification via an Apprenticeship is essential for the role. Candidates who are on track to complete the aforementioned qualifications by September 2025 are also welcome to apply. We will also consider candidates with Level 4 qualification who have applied for a L6 Careers Guidance qualification.

The successful candidate will be:-

- a strong communicator;
- caring and empathetic when working with teenagers;
- focused on excellent destinations for youngsters;
- well organised, tenacious, dedicated and confident;
- an excellent role model for Lord Grey Academy students.

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

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Thursday 10th July 2025. Interviews will be held on Tuesday 15th July 2025.

Only successfully short listed candidates will be contacted.

**Closing date for applications: 10/07/2025**

**Alternatively, you can apply here:** <https://www.lordgrey.org.uk/vacancies/>