



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Office Administrator
£5,586 per annum
Permanent
Start date: 01/09/2025

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.

About the Role:

Office Administrator
Permanent - Part time - 2 Days

Thursdays & Fridays: 9:00am - 2:00pm
(flexibility required during exam periods)
10 hours per week

39 weeks per year - Term time plus training days
Tove Learning Trust Band D - £24,027 - £24,404

Actual starting salary: £5,586 per annum

We are looking to appoint a highly capable and proactive Office Administrator to support the Academy's Data and Exams Office here at Lord Grey Academy for September 2025.

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 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.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Monday 14th July 2025. Interviews to be held Friday 18th July 2025.

Only successfully short listed candidates will be contacted.

Closing date for applications: 14/07/2025

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