



Lord Grey Academy

Bletchley, Milton Keynes

hr@lordgrey.org.uk

01908 626110

Administrator - Behaviour
£20,491 per annum
Permanent
Start date: 06/10/2025

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:

ADMINISTRATOR BEHAVIOUR

Permanent

Hours of Work: 35 hours per week, with a start time of 8.30am

39 weeks per year - Term time plus training days

Tove Learning Trust Band E - £25,185 - £25,584

Actual annual starting salary: £20,491 per annum

We are looking to appoint a highly capable and proactive Administrator to support the Pastoral team at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the team, organise meetings, manage diaries, assist with investigations, prepare behaviour packs as required and provide analysis reports as required. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience is not essential.

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. Experience of school software systems would be beneficial, although training will be provided. You will enjoy working with students and adults from varied backgrounds and cultures. You will 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/>

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 22 September 2025.
Interviews will be held on Wednesday 24 September 2025.

Only successfully short listed candidates will be contacted.

Closing date for applications: 22/09/2025

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