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## Lord Grey Academy

Bletchley, Milton Keynes

*hr@lordgrey.org.uk*  
01908 626110

Administrator Sixth Form
£20,175 per annum
Maternity Cover
<b>Start date:</b> 03/10/2025

### **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.

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### **About the Role:**

ADMINISTRATOR - SIXTH FORM  
MATERNITY COVER from October 2025

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 D - £24,796 - £25,185

Actual annual starting salary: £20,175 per annum

We are looking to appoint a highly capable and proactive Administrator to support the Sixth Form 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 events, prepare paperwork 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](mailto:hr@lordgrey.org.uk) by 9am on Friday 19th September 2025.  
Interviews will be held on Wednesday 24th September 2025.

Only successfully short listed candidates will be contacted.

**Closing date for applications: 19/09/2025**

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