



## Lord Grey Academy

Bletchley, Milton Keynes

*hr@lordgrey.org.uk*  
01908 626110

PA to Principal and School Business Manager

Tove Learning Trust Band H FTE (£29,540 - £33,143) actual starting salary £20,060 - £29,238 per annum

Permanent

**Start date:** 08/10/2025

### **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)
  - Mediacash - 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

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**About the Role:**

PA TO THE PRINCIPAL AND SCHOOL BUSINESS MANAGER

Permanent

Hours of work: Monday, Tuesday, Thursday: 8.00am – 4.00pm /

Wednesday: 8.30am – 5.30pm / Friday: 8.00am – 2.30pm

37 hours per week, 40 weeks per year - 38 term time weeks, plus 5 training days and 5 additional days during the holidays

Tove Learning Trust Band H (£29,540 - £33,143)

Actual annual starting salary: £26,060 per annum

We are excited to invite applications for the role of Personal Assistant (PA) to the Principal and School Business Manager at Lord Grey Academy. This is a fantastic opportunity to be a key support figure in our school community, offering a warm, welcoming presence while also ensuring smooth operations behind the scenes.

As the PA, you will play a vital role in supporting the Principal and School Business Manager with a range of tasks, including diary management, meeting preparation, handling correspondence and reports, note-taking, maintaining confidential filing systems, and providing hospitality when needed. Your ability to handle sensitive information with discretion and professionalism will be essential in this role.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website:  
<https://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](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 24 September 2025.  
Interviews to be held on Monday 29 September 2025.

Only successfully short listed candidates will be contacted.

**Closing date for applications: 24/09/2025**

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