



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Administrator SEND

Actual annual starting salary: £22,218 per annum
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Permanent

Start date: 03/11/2025

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:

We are looking to appoint a highly capable and proactive SEND Administrator to support the Academy's SEND function working out of the Inclusive Learning Faculty here at Lord Grey Academy.

The successful candidate will play a key role in providing day to day administrative services to support the SENDCo and the Inclusive Learning Faculty. 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 candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/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 or emailed to hr@lordgrey.org.uk by 9am on Thursday 16 October 2025. Interviews to be held Thursday 23 October 2025

Only successfully short listed candidates will be contacted. CVs will not be accepted.

Closing date for applications: 16/10/2025

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