



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Careers Officer
£26,060 to £29,860 per annum depending on qualifications and experience
Permanent
Start date: 24/11/2025

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:

CAREERS OFFICER

Permanent

37 hours per week

Monday - Thursday – 8.30am – 4.30pm

Friday - 8.30am - 4.00pm

38 term time weeks + 5 training days per annum and 5 further additional days during August to support with Examination Results

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

Level 6 Career Development Qualification

Actual annual starting salary range: £26,060 per annum

Tove Learning Trust Band I £33,699 - £37,280 FTE

Level 7 QCD Career Development Qualification

Actual annual starting salary range: £29,860 per annum

We require as soon as possible, a Careers Officer at Lord Grey Academy.

The successful candidate will need to be able to deliver 1 to 1 and small group careers guidance and therefore a Qualification in Career Development (QCD), or a completed Level 6 Career Development Professional qualification via an Apprenticeship is essential for the role. Candidates who are on track to complete the aforementioned qualifications by September 2025 are also welcome to apply. We will also consider candidates with Level 4 qualification who have applied for a L6 Careers Guidance qualification.

The successful candidate will be:-

- a strong communicator;
- caring and empathetic when working with teenagers;
- focussed on excellent destinations for youngsters;
- well organised, tenacious, dedicated and confident;
- an excellent role model for Lord Grey Academy students.

A candidate information booklet and 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 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 Academy or emailed to hr@lordgrey.org.uk by 9am on Thursday 6 November 2025.

Interviews will be held on Thursday 13 November 2025.

Only successfully short listed candidates will be contacted. Please note we cannot accept CVs

Closing date for applications: 06/11/2025

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