



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Administrator
Actual starting salary £14,410 per annum
Fixed Term Contract
Start date: 10/12/2025

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 Fixed term contract until July 2026

Hours of Work: 9:00am - 2:30pm Monday to Friday
25 hours per week, 39 weeks per year (Term time plus 5 training days)

Tove Learning Trust Band D - £24,796 - £25,185
Actual annual starting salary: £14,410 per annum

We are looking to appoint a highly capable and proactive Administrator to support the HR department at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the HR Manager and the School Business Manager. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience in HR 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 HR software systems would be beneficial, although training will be provided. You will enjoy working with people 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 1 December 2025. Interviews will be held on Wednesday 3 December 2025

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

Closing date for applications: 01/12/2025

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