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## **Lord Grey Academy**

Bletchley, Milton Keynes

*01908 626110  
hr@lordgrey.org.uk*

Office Administrator Data and Exams

Actual starting salary: £5,764 per annum

Temporary Maternity Cover

**Start date:** 08/03/2026

### **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:**

Office Administrator  
Maternity Cover - Part time - 2 Days

Thursdays & Fridays: 9:00am - 2:00pm  
(flexibility required during exam periods)  
10 hours per week

39 weeks per year - Term time plus training days  
Tove Learning Trust Band D Points 3 - 4 - £24,796 - £25,185

Actual starting salary: £5,764 per annum

We are looking to appoint a highly capable and proactive Office Administrator to support the Academy's Data and Exams Office here at Lord Grey Academy. This position is to cover Maternity Leave starting from March 2026 ending March 2027.

The successful candidate will play a key role in providing day to day administrative services to support the Data and Exams Office. 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 vacancy booklet, information for candidates booklet and the 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 and information for candidates booklet are 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](mailto:hr@lordgrey.org.uk) by 9am on Monday 23 February 2026. Interviews to be held Tuesday 3 March 2026.

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

**Closing date for applications:** 23/02/2026

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