



Lord Grey Academy

Bletchley, Milton Keynes

hr@lordgrey.org.uk

01908 626110

Admin Centre Administrator

Actual annual starting salary: £11,528 per annum

Permanent

Start date: 01/09/2026

About our School:

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

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

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:

ADMIN CENTRE ADMINISTRATOR

Permanent - Part time

Required for September 2026

Hours of Work - 12:00pm – 4:00pm - Monday to Friday

20 hours per week

39 weeks per year – Term time plus 5 training days

Tove Learning Trust Band D Points 3 - 4 - £24,796 - £25,185 FTE

Actual annual starting salary: £11,528 per annum

An exciting opportunity to join the academy's Admin Centre has arisen due to one of our lovely Administrators retiring. We are looking to appoint a highly capable and proactive Administrator to support the academy Faculties at Lord Grey Academy for September 2026.

The successful candidate will play a key role in providing day to day administrative services to support teaching and learning, plus wider aspects of academy life.

You will need to be flexible and able to prioritise a busy workload, have good communication skills and good 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 Bromcom would be beneficial, although training can be provided. You will enjoy working with people from varied backgrounds and cultures. You will be required to provide First Aid, for which training will be given.

The role requires the successful post holder to cover Reception duties and assist with covering the Medical room.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website on the right hand side:

<https://www.lordgrey.org.uk/vacancies/>

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 or emailed to hr@lordgrey.org.uk by 9am on Thursday 25 June 2026. Interviews will be held on Thursday 2 July 2026.

Closing date for applications: 25/06/2026

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