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## Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

[hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk)

Administrator Behaviour

Actual annual starting salary: £20,490 per annum

Permanent

**Start date:** 06/07/2026

### **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:**

ADMINISTRATOR BEHAVIOUR  
Permanent - Required as soon as possible

Hours of Work: 35 hours per week,  
Monday to Friday 8.30am - 4:00pm

39 weeks per year - 38 Term time week plus 5 training days  
Tove Learning Trust Band E, Points 4 - 5 - £25,185 - £25,583

Actual annual starting salary: £20,490 per annum

We are looking to appoint a highly capable and proactive Administrator to support the Pastoral team at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the team, organise meetings, manage diaries, assist with investigations, prepare behaviour packs as required and provide analysis reports as required. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience is not essential.

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/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. 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 Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Tuesday 23 June 2026. Interviews will be held on Friday 26 June 2026.

Only successfully short listed candidates will be contacted.

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

**Closing date for applications: 23/06/2026**

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