



Lord Grey Academy

Bletchley, Milton Keynes

01908 626110

hr@lordgrey.org.uk

Office Administrator for Student Data and Exams
Actual starting salary: £8,867 per annum
Fixed Term Contract 1 Academic Year
Start date: 01/09/2026

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.

About the Role:

Advertisement - Office Administrator

Fixed Term Contract 1 September 2026 to 31 August 2027 - Part time - 3 Days per week

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

40 weeks per year - Term time plus 3 training days, plus another 3 days in Summer Holidays by agreement

Tove Learning Trust Band D, Point 3 - 4 FTE - £24,795 - £25,184

Actual starting salary: £8,867 per annum

We are looking to appoint a highly capable, meticulous, and proactive Office Administrator to join the Data and Exams Office at Lord Grey Academy for September 2026. This is a part-time, fixed-term contract for one academic year (1 September 2026 to 31 August 2027).

The primary purpose of this role is to provide vital additional capacity to our team in response to a high volume of Subject Access Requests (SARs) and Freedom of Information (FOI) requests. Working closely with our Data Protection Officer, you will take the lead on gathering, reviewing, and redacting sensitive legal and personal documentation in strict compliance with GDPR.

As a secondary purpose, this role will also provide crucial administrative coverage for a team member on maternity leave until March 2027, assisting with seasonal examination tasks and student data updates.

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

<https://www.lordgrey.org.uk/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 by 9am on Monday 13 July 2026. Interviews to be held Thursday 16 July 2026.

Only successfully short listed candidates will be contacted.

Closing date for applications: 13/07/2026

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