Lord Grey Academy

Bletchley, Milton Keynes

hr@lordgrey.org.uk
01908 626110

Registrar
Tove Learning Trust Band G, Point 8 - 13 FTE £27,710 - £30,024, Actual annual starting salary: £19,820 per annum
Permanent
Start date: 23/11/2026

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:

REGISTRAR
Permanent - Part Time

Hours of Work Monday to Friday 8:30am - 2:30pm
30 hours per week
40 weeks per year - 38 Term time weeks plus 5 training days plus an additional 5 days as per business needs
Tove Learning Trust Band G, Point 8 - 13 FTE £27,710 - £30,024

Actual annual starting salary: £19,820 per annum

We require, as soon as possible, a Registrar to be responsible for the high-quality record management of all aspects of student records, in line with the requirements of the School's management information system, Bromcom.

The successful candidate will have excellent administration and organisation skills with a high degree of accuracy and be fully competent in the use of Microsoft Office applications. Experience with Bromcom would be advantageous.

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 by 9am on Monday 9 November 2026. Interviews to be held Thursday 12 November 2026

Only successfully short listed candidates will be contacted.

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Closing date for applications: 09/11/2026

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