



Aspire, Learn, Achieve  
[www.lordgrey.org.uk](http://www.lordgrey.org.uk)

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Principal: Mr Jim Parker  
Vice Principal: Mr Rob Page  
Vice Principal: Mrs Sam Satyanadhan  
CEO Tove Learning Trust: Dr Jamie Clarke

## ADMINISTRATION CENTRE ADMINISTRATOR

Permanent

Hours of Work - 8.30am – 4.30am Monday to Thursday  
8.30am – 4.00pm on Fridays  
37 hours per week  
39 weeks per year – Term time plus training days

Tove Learning Trust Band D - £18,562 – £18,933  
Actual annual starting salary: £15,874 per annum

Due to a promotion, an exciting opportunity to join the School's Admin Centre has arisen. We are looking to appoint a highly capable and proactive Administrator to support the school Faculties at Lord Grey Academy.

The successful candidate will play a key role in providing day to day administrative services to support teaching and learning, plus wider aspects of school 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. You will enjoy working with people from varied backgrounds and cultures. You will also be required to provide First Aid, for which training will be given.

The role also requires the successful post holder to cover Reception duties and assist with the Student Services Team on occasion.

A candidate information booklet and 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 is 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 Friday 14<sup>th</sup> May 2021.

Only successfully short listed candidates will be contacted.

### **Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.**

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

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

