



CAREERS OFFICER

Permanent

37 hours per week

Monday – Thursday 8.30am – 4.30pm

Friday – 8.30am – 4.00pm

38 term time weeks + 5 training days per annum and 5 further additional days during August to support with Examination Results

Tove Learning Trust Band H/I £23,080 - £30,451 FTE
dependent upon qualifications and relevant experience

Actual annual starting salary range: £20,245 – £23,825 per annum

We require as soon as possible, a full time Careers Officer at Lord Grey Academy.

Training up to a Level 7 Certificate in Career Education is desirable; however the school would be able to facilitate putting an exceptionally enthusiastic candidate through the relevant qualifications with course fees paid and some remitted time for study. After successful completion of the qualification the post holder would be eligible to move from Band H to Band I.

The successful candidate will be:-

- a strong communicator;
- caring and empathetic when working with teenagers;
- focussed on excellent destinations for youngsters;
- well organised, tenacious, dedicated and confident;
- an excellent role model for Lord Grey Academy students.

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 by 9am on Wednesday 13th October 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.