



Lord Grey Academy

Lord Grey Can

www.lordgrey.org.uk
Tel: 01908 626110 Fax: 01908 366139
Email: enquiries@lordgrey.org.uk

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

DATA OFFICE MANAGER

Permanent

Hours of Work 8.30am – 4.30pm (4.00pm on a Friday)
37 hours per week
41 weeks per year
(38 term time weeks, training days and 2 further weeks)
Tove Learning Trust Band J - £31,895 - £35,336

Actual annual starting salary: £28,803 per annum

For September 2022 we require an ambitious, highly motivated and organised person to become our Data Office Manager. The successful candidate will have a superb knowledge and an eye for detail to lead on data management, assessment, school data compliance and reporting locally within the school and the statutory returns to the DfE. The ability to pick up other data related educational software very quickly is essential.

This post will suit an ambitious and flexible person looking to use their data knowledge and experience to further their career in the education sector.

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 31st August 2022.

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.

