LORD GREY ACADEMY
LORD GREY CAN

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

Principal: Mrs Samantha Satyanadhan
CEO Tove Learning Trust: Dr Jamie Clarke

Advertisement

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.

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

Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children 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 children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

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

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