



Lord Grey Academy
Lord Grey Can



ADMIN CENTRE ADMINISTRATOR

Permanent - Part Time 2 Days, Thursdays and Fridays

Required for October 2026

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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)
- Mediacash - 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.



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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



Advertisement

ADMIN CENTRE ADMINISTRATOR

**Permanent - Part time - 2 Days
Required for October 2026**

Hours of Work - 12:00pm – 4:00pm - Thursdays and Fridays

8 hours per week

39 weeks per year – Term time plus 2 training days

Tove Learning Trust Band D Points 3 - 4 - £25,614 - £26,016 FTE

Actual annual starting salary: £4,700 per annum

An exciting opportunity to join the academy's Admin Centre has arisen due to one of our lovely Administrators retiring. We are looking to appoint a highly capable and proactive Administrator to support the academy Faculties at Lord Grey Academy for September 2026 part time across Thursdays and Fridays..

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

The role requires the successful post holder to cover Reception duties and assist with covering the Medical room.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/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 or emailed to hr@lordgrey.org.uk by 9am on Thursday 24 September 2026. Interviews will be held on Thursday 1 October 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

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



JOB DESCRIPTION - ADMIN CENTRE ADMINISTRATOR

Role: Admin Centre Administrator
Responsible to: Admin Centre Team Leader
Based at: Lord Grey Academy
Hours: 8 hours per week, 39 weeks per year
Grade: Grade D, Points 3 - 4

Job Context

The role of the Admin Centre Administrator requires the post holder to support the work of the Academy with administration tasks as directed by the Team Leader.

Key Responsibilities

1. Assist the teaching staff and the Academy with administration tasks
2. General office duties
3. First Aid
4. Commitment to the Academy
5. Cover of reception duties and Medical Leave

Job Description

Responsibility area 1 - Assist the teaching staff and the Academy with administration tasks

- Input of assessment data
- Production of teaching materials
- Production of display work and maintenance of display areas keeping them up-to-date and to a high standard of presentation
- Creation and maintenance of learning resources including using the academy's ICT learning platform
- Photocopying for lessons
- Maintenance of stationery stocks for the Academy
- Maintenance of paper stocks
- Prepare posters for Academy events
- Prepare signs, notices and posters for marketing small events in the Academy
- Generation of attendance letters/organisation of trips/visits via Bromcom MCAS
- Scanning of documents to attach to pupil files on BromCom/CPOMS
- Supporting Staff with various duties as and when required

Responsibility area 2 - general office duties

- Clerical tasks
- Generation of letters and spreadsheets
- Filing and general housekeeping
- Covering Reception on a rota and as required

Responsibility area 3 - First Aid

- Covering the Medical room on a rota or medical leave
- Providing First Aid at work, as required



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Responsibility area 4 - Commitment to the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development (including first aid certificate) as required
- Be flexible in approach depending on the needs of the academy
- To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy
- To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed: Date:



PERSON SPECIFICATION

Experience/Knowledge	Essential	Desirable	How evidenced
One year or more experience of working in an office environment.		✓	A
Technical Job Related Skills	Essential	Desirable	How evidenced
Be ICT literate and proficient in Microsoft applications such as Word, Excel and PowerPoint.	✓		A I
Have experience of Google applications such as Google Docs, sheets, drive and email.		✓	A I
Personal Job Related Skills	Essential	Desirable	How evidenced
Have the ability to communicate effectively with people, oral and written at all levels.	✓		A I
Be able to work well with colleagues.	✓		A I R
Be able to plan and manage tasks in a timely and effective manner and to work to specified deadlines.	✓		A I
Be organised and have well proven administrative skills.	✓		A I
The willingness to work in a flexible manner.	✓		A I
Education/Qualifications	Essential	Desirable	How evidenced
Have a good standard of education and be both numerate and literate.	✓		A I
First Aid at Work qualification		✓	A I
Other Requirements	Essential	Desirable	How evidenced
Participate in development and training opportunities.		✓	A I
Commitment to uphold the academy's Equalities Policy, and Safeguarding and Child Protection Policy.	✓		A I
Willingness to be flexible with working hours to respond to the academy's needs.		✓	A I

A – Application form I – Interview R – Reference