



**Lord Grey Academy**  
Lord Grey Can



# ADMINISTRATION CENTRE ADMINISTRATOR

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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.”





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## Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We achieved a GOOD OFSTED rating in 2022 and a 20% increase on our basics GCSE results as well as our best ever A level results. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance. We are a community. We are a community who CAN and DO everyday.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





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## Advertisement

### **PART TIME ADMIN CENTRE ADMINISTRATOR**

**Permanent**

**Hours of Work - 8.00am – 2.00pm - Monday to Friday**

**30 hours per week**

**39 weeks per year – Term time plus training days**

**Tove Learning Trust Band D - £20,812 – £21,189**

**Actual annual starting salary: £14,431 per annum**

An exciting opportunity to join the academy's Admin Centre has arisen. We are looking to appoint a highly capable and proactive Administrator to support the academy 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 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 SIMS would be beneficial, although training can be provided. 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 Tuesday 13th December 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 academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





## JOB DESCRIPTION

Role: Admin Centre Administrator  
Responsible to: Admin Centre Team Leader  
Based at: Lord Grey Academy  
Hours: 30 hours per week, 39 weeks per year  
Grade: Grade D

### 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

- Assist the teaching staff and the Academy with administration tasks
- General office duties
- First Aid
- Commitment to the Academy

### Job Description

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

- 1) Input of assessment data
- 2) Production of teaching materials
- 3) Production of display work and maintenance of display areas keeping them up-to-date and to a high standard of presentation
- 4) Creation and maintenance of learning resources including using the academy's ICT learning platform
- 5) Photocopying for lessons
- 6) Maintenance of stationery stocks for the Academy
- 7) Maintenance of paper stocks
- 8) Prepare posters for Academy events
- 9) Prepare signs, notices and posters for marketing small events in the Academy
- 10) Generation of attendance letters/organisation of trips/visits via Parentmail
- 11) Scanning of documents to attach to pupil files on SIMS/CPOMS
- 12) Supporting Student Services with various duties as and when required

#### Responsibility area 2 - general office duties

- 13) Clerical tasks
- 14) Generation of letters and spreadsheets
- 15) Filing and general housekeeping
- 16) Covering Reception on a fixed rota and as required

#### Responsibility area 3 - First Aid

- 17) Providing First Aid at work, as required

#### Responsibility area 4 - Commitment to the Academy

- 18) 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
- 19) Contribute to the overall ethos/work/aims of the academy
- 20) Appreciate and support the role of other professionals
- 21) Attend and participate in relevant meetings as required



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- 22) Participate in training and other learning activities and performance development (including first aid certificate) as required
- 23) Be flexible in approach depending on the needs of the academy
- 24) To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy
- 25) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 26) 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.



## 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



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## Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our 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 under estimate the responsibility and sometimes stress that comes with working in a busy Academy 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.
- 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.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with 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 Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, academy 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.





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## How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found 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.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.