



Lord Grey Academy
Lord Grey Can



ADMINISTRATOR - BEHAVIOUR

Permanent

Required as soon as possible

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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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Advertisement

ADMINISTRATOR BEHAVIOUR

Permanent - Required as soon as possible

**Hours of Work: 35 hours per week,
Monday to Friday 8.30am - 4:00pm**

**39 weeks per year - 38 Term time week plus 5 training days
Tove Learning Trust Band E, Points 4 - 5 - £25,185 - £25,583**

Actual annual starting salary: £20,490 per annum

We are looking to appoint a highly capable and proactive Administrator to support the Pastoral team at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the team, organise meetings, manage diaries, assist with investigations, prepare behaviour packs as required and provide analysis reports as required. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience is not essential.

You will need to be flexible and able to prioritise a busy workload, have good communication skills and 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 school software systems would be beneficial, although training will be provided. You will enjoy working with students and adults from varied backgrounds and cultures. You will be tactful and discreet, with the ability to maintain confidentiality at all times.

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 Tuesday 23 June 2026. Interviews will be held on Friday 26 June 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.





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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

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



JOB DESCRIPTION - ADMINISTRATOR BEHAVIOUR

Role:	Administrator – Behaviour
Responsible to:	Vice Principal – Behaviour
Based at:	Lord Grey Academy
Hours:	35 hours per week, Monday to Friday 8:30am - 4:00pm 39 weeks per year (38 term time weeks plus 5 training days)
Grade:	Grade E, points 4 to 5

Job Context

The role of the Administrator – Behaviour requires the post holder to undertake diary, appointment management and administrative work to provide a high quality of service to staff, parents, governors, students and the wider community. The role requires good secretarial, administrative and ICT skills as well as the capability to support the Senior Leaders with a focus on Behaviour. An ability to maintain confidentiality is key for this role.

Key Responsibilities

1. To arrange and co-ordinate internal and external meetings for the Senior Leaders as directed.
2. To support the Senior Leaders by providing efficient and effective administrative support and type up notes/minutes of meetings and distribute as instructed.
3. To support the Senior Leaders efficiently and in a timely manner, in an administrative function, within their role.

Job Description

Responsibility area 1

1. To support the Senior Leaders by providing efficient and effective administrative support and type meeting agendas and distribute as instructed.
2. To attend meetings and take accurate notes
3. Type up meeting notes to create minutes of meetings and distribute as instructed.
4. To follow the admin process for student part-time timetable and submit the completed documentation to the LA.
5. To follow the admin process for home education and submit the appropriate documentation.
6. With the direction of the VP, liaise with the Pastoral Team to input Investigation Report data summaries.
7. To operate and administer the CCTV system, ensuring that GDPR is adhered to at all times.
8. To prepare and produce suspension paperwork as directed.
9. To maintain an accurate record of suspensions and student interventions.
10. To type and organise line management meetings.
11. To be capable of effectively carrying out a variety of administration tasks.
12. The post holder will be required to have an excellent eye for detail.

Responsibility area 2

1. To support the Senior Leaders efficiently and in a timely manner, in an administrative function, within their role.
2. To work closely with the Senior Leaders and school staff.
3. To liaise regularly with the Senior Leaders to ensure that administrative tasks are completed in an agreed priority order.

Responsibility area 3

1. To arrange and co-ordinate internal and external meetings as directed for Senior Leaders.
2. To book suitable meeting rooms.
3. To organise refreshments as required.



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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
Office administration, use of computers Google suite package as well as some of the Microsoft products such as Word, Excel.	✓		A I
One year or more of working in a school environment		✓	A
Technical Job Related Skills	Essential	Desirable	How evidenced
IT skills and accurate keyboard skills	✓		A I
Good telephone manner	✓		A I
Ability to undertake administrative tasks	✓		A
Sound organisational skills	✓		A I
Ability to communicate effectively	✓		A I
Experience with Bromcom, CPOMS, google suite.		✓	A I
Experience with CCTV systems		✓	A I
Personal Job Related Skills	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A
Ability to work under pressure	✓		A
Accuracy and attention to detail	✓		A I
Confidentiality	✓		A I R
Team orientated	✓		A R
Education/Qualifications	Essential	Desirable	How evidenced
Equivalent of 4 GCSE subjects at Grade C or above	✓		A I
Willingness to undertake further work related training	✓		A I
Other Requirements	Essential	Desirable	How evidenced
Willingness to be flexible with working hours to respond to school's needs		✓	A I
Commitment to uphold the Academy's Equalities Policy, Safeguarding Policy and Child Protection Policy	✓		A I R

A – Application form I – Interview R – Reference