



Lord Grey Academy
Lord Grey Can



Office Administrator

Required for September 2025

Application pack contents

- Advert
- Information on Tove Learning Trust
- Why work at Lord Grey
- A job description
- A person specification

“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.”





Lord Grey Academy
Lord Grey Can



Advertisement

Office Administrator

Permanent - Part time - 2 Days

Thursdays & Fridays: 9:00am - 2:00pm
(flexibility required during exam periods)
10 hours per week

39 weeks per year - Term time plus training days
Tove Learning Trust Band D - £24,027 - £24,404

Actual starting salary: £5,586 per annum

We are looking to appoint a highly capable and proactive Office Administrator to support the Academy's Data and Exams Office here at Lord Grey Academy for September 2025.

The successful candidate will play a key role in providing day to day administrative services to support the Data and Exams Office. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information.

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. You will enjoy working with people from varied backgrounds and cultures and 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 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.

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 Monday 14th July 2025. Interviews to be held Friday 18th July 2025.

Only successfully short listed candidates will be contacted.





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.



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.



JOB DESCRIPTION

Role: Office Administrator
Responsible to: Office Manager - Student Data and Exams
Based at: Lord Grey Academy
Hours: 10 hours per week, 39 weeks per year.
Thursdays and Fridays: 9:00am - 2:00pm
Grade: D

Job Context

The purpose of the Office Administrator is to provide high level administrative support to the data and exams team.

The role also requires the post-holder to support the administrative work which provides the necessary high quality of delivery for staff, parents and students in relation to assessment and examination processes at the school.

Key Responsibilities

- General administration and office duties
- Supporting the Examinations Officer
- Supporting the Data Officer

Job Description

Responsibility area 1 - General administration and office duties

1. To provide high level administrative support to the office.
2. To stocktake and replenish office supplies.
3. To cover reception when required.
4. To support the teaching staff in the operational information systems.
5. To follow up on any missed deadlines and incomplete data with teaching staff, Heads of Departments and Head of Faculties as appropriate.
6. Work with the Data Protection Officer to collate, chase up and redact documents relating to SAR and FOI requests under GDPR.
7. To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
8. To undertake such duties as may from time to time be reasonably assigned by the principal.
9. To generally support the school's administration needs as agreed with the Office Manager.
10. To undertake any other duties which are reasonable within the scope and grade of the post.

Responsibility area 2 - Supporting the Examinations Officer

11. To assist in the update of examination data through the academic year.
12. To assist with the checking of examination certificates.
13. To have flexible working hours during peak exam periods.
14. Maintain the preparation and upkeep of exam boxes for smaller venues.
15. Assist with any exam considerations.



Responsibility area 3 - Supporting the Data Officer

16. Update various data systems as required for the office.
17. To support staff and parents in accessing student data online.
18. To effectively carry out a variety of data entry tasks, some of which are labour intensive and repetitive.
19. To follow up on any missed deadlines and incomplete data with teaching staff, Heads of Departments and Head of Faculties as appropriate.
20. To administer the circulation and distribution of printed and electronic copies of reports to parents.

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
Working in a school		✓	A R
Experience of working with a range of software in different working environments	✓		A I
The ability to pick up new software quickly	✓		A I
SIMS knowledge and experience		✓	A I
Go4Schools knowledge and experience		✓	A I
Deputising for Team Leader		✓	A
Technical Job Related Skills	Essential	Desirable	How evidenced
High level knowledge of Excel, Word and other Microsoft Office packages	✓		A I
Good telephone manner	✓		A I
Ability to undertake repetitive tasks	✓		A
Sound organisational skills	✓		A I
Ability to communicate effectively	✓		A I
Excellent attention to detail and accuracy	✓		A I
Personal Job Related Skills	Essential	Desirable	How evidenced
Excellent interpersonal and communication skills	✓		A I
Good administrative and organisational skills including recording, monitoring and checking progress	✓		A I
Effective teamwork	✓		A
Commitment to professional standards	✓		A
Ability to work under pressure	✓		A I
Confidentiality	✓		A I R
Education and Qualifications	Essential	Desirable	How evidenced
Four GCSEs, including Mathematics and English at C grade or above or equivalent		✓	A I
Evidence of a personal commitment to professional development		✓	A I
Other Requirements	Essential	Desirable	How evidenced
Willingness to be flexible with working hours to respond to academy's needs	✓		
Commitment to uphold the School's Equalities Policy and Safeguarding and child Protection Policy	✓		

A – Application form I – Interview R – Reference