



Lord Grey Academy
Lord Grey Can



PA TO THE PRINCIPALS AND SCHOOL BUSINESS MANAGER

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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.”





Lord Grey Academy

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Welcome from the Associate Principal

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

You have made a great decision to pursue your career with us. We are committed to every member of staff and you will find a community of colleagues where support and development for you as you progress in your career is second to none. We have a strong staff who are committed to our young people and our pursuit for academic rigour with compassion.

Lord Grey Academy has been part of the Tove Learning Trust since April 2018 and we are proud of our commitment to ensure every student reaches their potential. Our GOOD OFSTED judgement in May 2022 recognises how leaders have created a focused learning community where pupils enjoy learning and can see that they're making good progress through the curriculum.

We are the third Paris St Germain Football Academy in the UK committed to teaching young people football the Parisian way. An exciting opportunity for staff, students and the community to get involved in the game and knowledge of nutrition, health, strength and conditioning.

Lord Grey Academy is an inclusive, vibrant and diverse 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 opportunities to thrive.

We create a shared ethos and an "i can achieve" attitude through our core values and motto Lord Grey Can! Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become a reality. Our values of Determination, Ambition, Curiosity, Integrity and Civility are caught, taught and sought out so that we develop the character of Lord Grey students to prepare them for life beyond school. We have the highest expectations in all that we do and expect of others with strong pastoral, learning and behaviour systems in place to hold students into the pace of our Lord Grey way: the way we do things here.

I am excited to have such a strong body of staff to help continue this pathway towards realising our vision. We work collaboratively across all areas of the school- support staff, teaching staff, admin staff- with one aim to secure the very best futures for our young people. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students and staff at Lord Grey build close relationships and foster a strong culture of learning.

The staff team supports each other well and there is a strong sense of togetherness and commitment to our motto and ambition. We are truly committed to reducing unnecessary work burdens for our staff and promoting a healthy work life balance. Wellbeing of staff and students is always a priority with our own Mental Health team, Ethos Team and staff socials as well as some perks, no emails at weekends and in evenings, a true open door policy so you can speak freely including anonymous staff surveys termly. As a result of these surveys, the leadership team truly listens to staff and over the last 18 months have centralised detentions, created automated systems for communication home and constantly review staff wellbeing to promote healthy work life balances.

We are a community.

We are a community who CAN and DO every day.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Advertisement

PA TO THE PRINCIPALS AND SCHOOL BUSINESS MANAGER

Permanent

**Hours of work: Monday – Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm
37 hours per week**

**40 weeks per year - 38 term time weeks, plus 5 training days and
5 additional days during the holidays**

**Tove Learning Trust Band H - £25,409 - £28,900
Actual annual starting salary: £22,288 per annum**

We are looking to appoint a highly capable and proactive PA to the Principals and School Business Manager at Lord Grey Academy.

The successful candidate will play a key role in providing day to day PA services to support the Principals and the School Business Manager to include diary management, preparation for meetings, correspondence and reports, note taking, confidential filing systems and provision of hospitality as required. 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. Experience of SIMS and Go 4 Schools would be beneficial, although training can be provided.

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 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 by 9am on Monday 20th March 2023.

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.





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



JOB DESCRIPTION

| | |
|-----------------|--|
| Role: | PA to the Principals (Associate and Executive) and School Business Manager |
| Responsible to: | Associate Principal |
| Based at: | Lord Grey Academy, Bletchley Milton Keynes |
| Hours: | 37 hours per week, 40 weeks per year |
| Grade: | Grade H, points 14 to 21 |

Job Context

Lord Grey Academy is a large secondary Academy in Milton Keynes with approximately 1500 students and 160 staff. This role is to provide high-quality support to the Associate Principal, Executive Principal and School Business Manager. Be the gatekeeper for the Principals for all high level correspondence and be the interface with the public via all forms of media.

Key Responsibilities

1. Personal Assistant to the Associate Principal, Executive Principal and the School Business Manager including the management of diaries, administration and appointments.
2. Complaints Co-ordinator for the Academy.
3. Academy liaison to the Governing Body and Clerk of Governors.
4. Manage the review and publication of all academy policies, including linking to the Trust policies as required.
5. Assist with the organisation of whole academy events and to support the work of the human resources lead.

Job Description

Personal Assistant Duties for Associate Principal

1. To provide proactive, highly responsive and confidential administrative support and personal assistance to include, but not limited to: line management meeting notes, meeting notes, memos, letters etc.
2. Schedule appointments and maintain an up-to-date and accurate diary management for the Principals' commitments, and assist with time management through awareness, communication of priorities and critical reporting times and deadlines.
3. Monitor correspondence and in-tray, referring queries to the most appropriate manager or staff member as necessary. Identify and draw attention to important and urgent tasks. Screen and select material for reading or distribution.
4. To coordinate information gathering, agenda preparation, liaison with the Clerk to Governors and follow up actions for the Local Governing Body (LGB) meetings.
5. Call parents on behalf of the Associate Principal to arrange meetings or convey information.
6. Draft responses to correspondence and present for approval.
7. Act as gatekeeper for the Associate Principal and filter requests for meetings and interactions.
8. Maintain an up to date and accurate filing system.



Personal Assistant Duties for the Executive Principal

9. To provide proactive, highly responsive and confidential administrative support and personal assistance to include, but not limited to: Line management meeting notes, meeting notes, memos, letters etc.
10. Schedule appointments and maintain an up-to-date and accurate diary management for the Executive Principals' commitments, and assist with time management through awareness, communication of priorities and critical reporting times and deadlines.
11. Act as gatekeeper for the Principal and filter requests for meetings and interactions.

Personal Assistant Duties for the School Business Manager

12. To provide proactive, highly responsive and confidential administrative support and personal assistance to include, but not limited to: Line management meeting notes, meeting notes, letters, policies and documents etc.
13. Schedule appointments and maintain an up-to-date and accurate diary.

Communication

14. Creation and distribution of whole Academy / Year group letters upon approval via communication system.
15. Creation and distribution of parental letters upon approval.
16. Creation of weekly headlines and distribute to staff upon approval.
17. Note taking of weekly briefings, Heads of Faculty breakfast, parental meetings etc and distribution.
18. Maintain the Announcements section of the Academy Intranet.
19. Administer the weekly Colleague to Colleague awards.
20. Ensure the Academy's internal and external calendars are accurate and up to date to reflect Academy events, open evenings, fixtures, trips etc.
21. Work with marketing in the development and production of Academy promotional material, such as prospectuses, leaflets, booklets etc for the wording content, ethos, values and consistent messaging.

Complaints

22. Respond to queries, referring issues to the most appropriate manager or staff member as necessary
23. As the Academy's designated complaints co-ordinator, receive any complaints to the Academy or Governors and follow appropriate guidance to manage the complaint, linking back to the Trust as required.
24. Liaise with the Multi-Academy Trust, Clerk to the Governors and support the Governing Body as required with complaint related correspondence.

Governors

25. Liaise with the Governing Body and Clerk of Governors to gather information for governor meetings and respond to questions and queries raised.
26. Arrange Governor panels, as required.
27. Create and gather related paperwork.
28. Provide minute taking of official meetings and distribution upon approval.
29. Provide general administrative support to the Governing Body.



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Policies

- 30. Manage the Academy policies schedule.
- 31. Manage the review and publication of all Academy's policies, including linking to the Trust policies as required.
- 32. Communicate and coordinate updates and follow up to ensure adequate time for renewal and consultation if appropriate.
- 33. Liaise with the Multi-Academy Trust, Clerk to the Governors and support the Governing Body as required with policy related correspondence.

Whole Academy events

- 34. Support the planning and organisation of Academy events including celebration and presentation events, summer school, special events, Open Evenings etc.
- 35. Work closely with other colleagues and departments on communications and events for prospective parents/students.
- 36. Carry out any other duties which may reasonably be required by the Principals and School Business Manager.

All employees are expected to follow all Academy/Trust policies and procedures, maintain confidentiality and ensure that all statutory regulations are followed.

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

| Education and Qualifications | Essential | Desirable | How evidenced |
|---|-----------|-----------|---------------|
| GCSE English and Maths at Grade C; 5+ A*-C at GCSE level or equivalent | ✓ | | A I |
| Relevant professional qualification | | ✓ | A |
| Evidence of Continued Professional Development | | ✓ | A |
| Knowledge & Experience | Essential | Desirable | How evidenced |
| Experience of working confidential information | ✓ | | A I |
| Experience of an administrative role, either in a school or busy/demanding office | ✓ | | A R |
| Have experience of Google applications such as Google Docs, sheets, drive and email | ✓ | | A I |
| Use of SIMS or other internal databases | | ✓ | A I |
| Personal attributes and 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, managers, visitors | ✓ | | A I |
| Be tactful and discreet, with the ability to maintain confidentiality at all times | ✓ | | 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 R |
| Ability to produce accurate information and attention to detail | ✓ | | A I |
| Work in accordance with the Trust's values and behaviours | ✓ | | A I |
| Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust | ✓ | | A I |
| Other requirements | Essential | Desirable | How evidenced |
| Eligible to live and work in the UK | ✓ | | A I |
| A commitment to continuing personal development and training | ✓ | | A I |
| A commitment to safeguarding and promoting welfare of children and young people | ✓ | | A I R |
| 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, 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.





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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.