



Lord Grey Academy
Lord Grey Can



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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Advertisement

ADMINISTRATOR

Fixed term until 31st October 2025

**Hours of Work: 20 hours per week, with a start time of 9.30am
39 weeks per year - Term time plus training days
Tove Learning Trust Band D - £24,027 - £24,404**

Actual annual starting salary: £11,170 per annum

We are looking to appoint a highly capable and proactive Administrator to support the HR department at Lord Grey Academy. The successful candidate will play a key role in providing day to day administrative services to support the HR team and the School Business Manager. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information. Previous experience in HR 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 HR software systems would be beneficial, although training will be provided. You will enjoy working with people 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. Details on how to apply for this post are in the How to Apply Section of this booklet. 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 22nd April 2025. Interviews will be held on Friday 25th April 2025.

Only successfully short listed candidates will be contacted.

Join an Academy 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. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!





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



JOB DESCRIPTION

Role: Administrator
Responsible to: School Business Manager
Based at: Lord Grey Academy
Hours: 20 hours per week, 39 weeks per year
Grade: Grade D, points 3 to 4

Job Context

The role of Administrator requires the post holder to support the work of the HR department at the Academy with administration tasks as directed. The role will primarily support the HR function, with some admin support to the School Business Manager.

Key Responsibilities

- Assist the HR team with administration tasks.
- Supporting the School Business Manager with routine administration tasks.
- Commitment to the Academy.

Job Description

Responsibility area 1 - Assist the HR team with administration tasks

- 1) Under the direction of the HR team, to assist with the administration associated with recruitment, shortlisting and interviews, onboarding process for new staff, staff inductions and new starter communications;
- 2) Assist the HR function with the administration and tracking of events in relation to HR routine work such as probation, performance appraisals, maternity, paternity, staff welfare, leavers' process and associated routines;
- 3) Assist the HR function with the administration and tracking of sickness absence, self certification and fit notes
- 4) Assist the HR function with the administration and tracking of leave of absence requests
- 5) Assist the HR function with the maintenance of data systems, updating staff and HR files and the Single Central Register;
- 6) Assist the HR function with the routine administration of Absence;
- 7) Assisting the HR Team with dealing with day to day HR enquiries, emails, post and other related documentation;
- 8) Ensure that HR filing is kept up to date and regularly archiving files in line with the records retention policy;
- 9) Have an awareness of current employment law and best practice;

Responsibility area 2 - Supporting the School Business Manager with routine administration tasks.

- 10) Typing up of line management and meeting notes:
- 11) Generation and upkeep of correspondence and spreadsheets:
- 12) Filing and general housekeeping.



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Responsibility area 3 - Commitment to the Academy

- 13) 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
- 14) Contribute to the overall ethos/work/aims of the academy
- 15) Appreciate and support the role of other professionals
- 16) Attend and participate in relevant meetings as required
- 17) Participate in training and other learning activities and performance development as required
- 18) Be flexible in approach depending on the needs of the academy
- 19) To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy
- 20) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 21) 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, managers and job applicants	✓		A I R
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
Education/Qualifications	Essential	Desirable	How evidenced
Have a good standard of education and be both numerate and literate.	✓		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