



Lord Grey Academy
Lord Grey Can



PA TO THE PRINCIPAL 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
Lord Grey Can



Advertisement

PA TO THE PRINCIPAL AND SCHOOL BUSINESS MANAGER

Permanent

**Hours of work: Monday, Tuesday, Thursday: 8.00am – 4.00pm /
Wednesday: 8.30am – 5.30pm / Friday: 8.00am – 2.30pm
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 £28,624 - £32,115

Actual annual starting salary: £25,251 per annum

We are excited to invite applications for the role of Personal Assistant (PA) to the Principal and School Business Manager at Lord Grey Academy. This is a fantastic opportunity to be a key support figure in our school community, offering a warm, welcoming presence while also ensuring smooth operations behind the scenes.

As the PA, you will play a vital role in supporting the Principal and School Business Manager with a range of tasks, including diary management, meeting preparation, handling correspondence and reports, note-taking, maintaining confidential filing systems, and providing hospitality when needed. Your ability to handle sensitive information with discretion and professionalism will be essential in this role.

We're looking for someone who is flexible, organised, and capable of managing a varied and busy workload. Strong communication skills and office experience are key, along with proficiency in Microsoft applications like Word and Excel, and familiarity with Google tools such as Docs, Sheets, Drive, and Email. Experience with Bromcom and ParentMail would be advantageous, though training will be provided if necessary.

Above all, we seek someone who enjoys interacting with a diverse range of people, maintains a tactful and discreet approach, and sets clear, respectful boundaries while offering support to both staff and students. If you're someone who thrives in a dynamic environment and is ready to contribute to a positive school atmosphere, we'd love to hear from you! 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 Wednesday 19th March 2025. Interviews to be held on Monday 24th March 2025.

Only successfully short listed candidates will be contacted.





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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!

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:	PA to the Principal and School Business Manager
Responsible to:	Principal
Based at:	Lord Grey Academy
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 Principal and School Business Manager. Be the gatekeeper for the Principal for all high level correspondence and be the interface with the public via all forms of media.

Key Responsibilities

- Personal Assistant to the Principal and the School Business Manager including the management of diaries, administration and appointments, communication to stakeholders including parents and letters home.
- Complaints Co-ordinator for the Academy
- Academy liaison to the Governing Body and Clerk of Governors
- Manage the review and publication of all academy policies, including linking to the Trust policies as required
- Assist with the organisation of whole academy events and to support the work of the human resources lead
- Organise the whole school calendar and update when needed.

Job Description

Responsibility area 1 - Personal Assistant to the Principal and the School Business Manager including the management of diaries, administration and appointments

- 1) Personal Assistant Duties for Principal
 - a. 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
 - b. 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
 - c. 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
 - d. To coordinate information gathering, agenda preparation, liaison with the Clerk to Governors and follow up actions for the Local Governing Body (LGB) meetings
 - e. Call parents on behalf of the Principal to arrange meetings or convey information
 - f. Draft responses to correspondence and present for approval
 - g. Act as gatekeeper for the Principal and filter requests for meetings and interactions
 - h. Maintain an up to date and accurate filing system
- 2) Personal Assistant Duties for School Business Manager
 - a. 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
 - b. Schedule appointments and maintain an up-to-date and accurate diary



Responsibility area 2 - Communication

- 3) Creation and distribution of whole Academy / Year group letters upon approval via communication system
- 4) Creation and distribution of parental letters upon approval
- 5) Creation of weekly headlines and distribute to staff upon approval
- 6) Note taking of weekly briefings, Heads of Faculty breakfast, parental meetings etc and distribution
- 7) Maintain the Announcements section of the Academy Intranet
- 8) Administer the weekly Colleague to Colleague awards
- 9) Ensure the Academy's internal and external calendars are accurate and up to date to reflect Academy events, open evenings, fixtures, trips etc
- 10) 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

Responsibility area 3 - Complaints Co-ordinator for the Academy

- 11) Respond to queries, referring issues to the most appropriate manager or staff member as necessary
- 12) 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
- 13) Liaise with the Multi-Academy Trust, Clerk to the Governors and support the Governing Body as required with complaint related correspondence

Responsibility area 4 - Academy liaison to the Governing Body and Clerk of Governors

- 14) Liaise with the Governing Body and Clerk of Governors to gather information for governor meetings and respond to questions and queries raised
- 15) Arrange Governor panels, as required
- 16) Create and gather related paperwork
- 17) Provide minute taking of official meetings and distribution upon approval
- 18) Provide general administrative support to the Governing Body

Responsibility area 5 - Manage the review and publication of all academy policies, including linking to the Trust policies as required

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

Responsibility area 6 - Assist with the organisation of whole academy events and to support the work of the human resources lead

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



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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 and PDF	✓		A I
Use of Bromcom		✓	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