



Lord Grey Academy

Lord Grey Can



QUALITY OF EDUCATION ADMINISTRATOR

Application pack contents

- Welcome from the Associate Principal, Samantha Satyanadhan
- Advert
- A job description
- A person specification
- Why work at Lord Grey?
- Details of how to apply

“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



Welcome from the Associate Principal

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

Lord Grey Academy is a diverse and vibrant 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 life opportunities. We create a positive atmosphere, an "I can achieve anything" attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Lord Grey Can



Advertisement

QUALITY OF EDUCATION ADMINISTRATOR Permanent

Hours of Work 9am – 3pm

30 hours per week

39 weeks per year – Term time plus 5 training days

Tove Learning Trust Band G: £20,852 - £23,023

Actual annual starting salary: £14,459 per annum

We are looking to appoint a highly capable and proactive Quality of Education Administrator to work for our Assistant Principal – Teaching and Learning and a number of Assistant Principals whose work focuses on the curriculum, teaching and learning, timetable and achievement.

The successful candidate will have excellent secretarial and administration skills and possess first rate IT skills particularly with Microsoft applications Word and Excel. The ability to take the initiative, work to high standards and prioritise workload is essential. Experience of organising events and minute taking is desirable. You will enjoy working with people from varied backgrounds and responsibilities.

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 Wednesday 8th June 2022.

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.

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.





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Lord Grey Can



JOB DESCRIPTION

Role:	Quality of Education Administrator
Responsible to:	Assistant Principal – Teaching and Learning
Based at:	Lord Grey Academy
Hours:	30 hours per week, 39 weeks per year
Grade:	Grade G, points 8 to 13

Job Context

The role of the Quality of Education Administrator requires the post holder to undertake planning, organisational and administrative work which provides the necessary high quality of service to staff, parents, governors, students and the wider community. The role requires a high level of secretarial skills and ICT skills as well as the capability to support the Assistant Principal – Teaching and Learning and the Assistant Principals in a wide range of specific functions.

Key Responsibilities

- To proactively and flexibly support the Assistant Principal – Teaching and Learning and the Assistant Principals by providing efficient and effective administrative support.
- To provide first-hand support to the Director of Data in the preparation, production and maintenance of school timetables and class lists and to undergo required training in order to support this.
- To support the Leadership Team the efficient and timely production of high-quality school documentation and publications as required and to assist in the organisation of school events and internal meetings as required, e.g. duty rotas, Parents' Evenings, CPD days, Celebration events etc.

Job Description

Responsibility area 1

1. To take responsibility for accurate minute-taking in specific internal meetings, as required, for appropriate distribution and dissemination.
2. To compile half termly revision timetables and associated letters.
3. To organise the administration of revision sessions held throughout the year.
4. To cover for the Receptionist at lunchtime on a regular basis, and for absent colleagues when required.
5. To develop excellent working knowledge of relevant SIMs modules, googlesuite in order to support the allocation of students to setting, change of bands and other timetable resolutions.

Responsibility area 2

1. To work closely with the Assistant Principal on school's guided choice process and curriculum documentation.
2. To liaise with the Director of Data on this and the creation of subject teaching groups and dissemination of information.

Responsibility area 3

1. To create, maintain and disseminate the duty rotas.
2. To be capable of effectively carrying out a variety of administration tasks, some of which are labour intensive and repetitive. The post holder will be required to have an excellent eye for detail.
3. To create, maintain and disseminate the Quality of Teaching and Learning analysis, tracking to the Assistant Principal for Teaching and Learning or liaise with Heads of Faculty and Departments.
4. To create and maintain and disseminate data for achievement and compilation of the records of achievement, certification and awards.





Lord Grey Academy

Lord Grey Can



Other Duties or Responsibilities

1. Supporting staff arrival and changeover as required of the Internal Suspension Room (ISR).
2. Ordering lunch daily for the ISR students.
3. Providing First Aid cover as and required.

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.





Lord Grey Academy

Lord Grey Can



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 repetitive tasks	✓		A
Sound organisational skills	✓		A I
Ability to communicate effectively	✓		A I
Expertise with SIMS, google suite		✓	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
First Aid qualification (or willingness to train for)	✓		
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





Lord Grey Academy

Lord Grey Can



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.





Lord Grey Academy

Lord Grey Can



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.

