Lord Grey Academy
Lord Grey Can

TOVE LEARNING TRUST

REGISTRAR

Required as soon as possible

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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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TOVE LEARNING TRUST

Advertisement

REGISTRAR

Permanent - Part Time

Hours of Work Monday to Friday 8:30am - 2:30pm
30 hours per week
40 weeks per year - 38 Term time weeks plus 5 training days plus an additional 5 days as per business needs
Tove Learning Trust Band G, Point 8 - 13 FTE £27,710 - £30,024

Actual annual starting salary: £19,820 per annum

We require, as soon as possible, a Registrar to be responsible for the high-quality record management of all aspects of student records, in line with the requirements of the School's management information system, Bromcom.

The successful candidate will have excellent administration and organisation skills with a high degree of accuracy and be fully competent in the use of Microsoft Office applications. Experience with Bromcom would be advantageous.

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. 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 Monday 9 November 2026. Interviews to be held Thursday 12 November 2026

Only successfully short listed candidates will be contacted.

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

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TOVE LEARNING TRUST

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)
- Medicash - 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.

IQM INCLUSION QUALITY MARK

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TOVE LEARNING TRUST

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.
- 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.

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TOVE LEARNING TRUST

JOB DESCRIPTION - REGISTRAR

Role:	Registrar
Responsible to:	Assistant Principal - Attendance and Admissions
Based at:	Lord Grey Academy
Hours:	Monday to Friday 8:30am - 2:30pm 30 hours per week, 40 weeks per year
Grade:	Grade G, Points 8 - 13

Job Context

Lord Grey Academy is a large secondary Academy in Milton Keynes with approximately 1500 students and 180 staff. The Registrar is responsible for the accuracy, integrity and security of all student records, and for managing admissions, enrolment and statutory data returns for the school. The post holder is often the first point of contact for prospective and new families and plays a key role in ensuring every student joins, moves through and leaves the school safely and smoothly. The post holder will work in line with the school's safeguarding, equality and data protection policies, and will share the school's commitment to the safeguarding and welfare of all children

Key Responsibilities

1. **Admissions & Enrollment** - Processing applications, coordinating student intake for the whole school and managing mid-year transfers (in-year admissions). Engaging with families as a point of contact for potential students and parents.
2. **Student Records and Data Management** - Maintaining accurate student profiles and academic history within Management Information Systems.
3. **Statutory Returns & Reporting** - Ensuring all School Census information is accurate and up to date. Ensuring all school records comply with data protection regulations such as GDPR and safeguarding policies.
4. **Attendance and Registration Support -** keep accurate attendance registers working with the attendance team.
5. **Communication and Customer Service** - Communicating with all stakeholders to contribute towards the delivery of high quality education for all students.
6. **Safeguarding and Compliance**
7. **General Duties** - Administrative work for the School, supporting exams and trips - To promote a high standard of health and welfare with Medical Cover.

Job Description

Responsibilities Area 1 - Admissions and Enrollment

- Manage the full admissions process in line with the School Admissions Code, the school's admissions policy and local authority co-ordinated schemes.
- Handle applications for Year 7- Sixth Form and in-year admissions, including maintaining waiting lists and communicating decisions clearly and promptly.
- Prepare, organise and distribute information packs which includes an Application Form, the Home School Agreement, Medical Form, ICT Policy etc to prospective students and parents/carers wishing to join the academy.
- Liaise closely with the Local Authority for all In-Year admissions.
- Manage administrative tasks relating to all admission requests including Fair Access Protocol for in year admissions.
- Represent the academy at the FAP panel.
- To administer student file entry for Admissions for years 7-13.
- Responsible for ensuring all the activity for school leavers and transfers is correctly followed.
- Notify the LA of numbers on roll and spaces available in all year groups and names of any new starters or leavers.
- Prepare the 'Proposed Admission Arrangements and the 'Lord Grey Admissions Booklet' for Principal approval.

- Send Lord Grey's, 'A guide for parents and carers' for pupils transferring to secondary school to the LA when required.
- Liaise with Primary Schools directly.
- To be a key point of contact for prospective students and parents in conjunction with Heads of Year.
- Arrange interviews and visits for all prospective students and parents in conjunction with Heads of Year.
- Maintaining waiting lists in accordance with the school's admission criteria and local authority guidelines ensuring the academy remains full when possible.
- Support the admissions appeals process by preparing data and paperwork for the Principal and clerk to the appeals panel.
- Presenting the school case with the Assistant Principal for Admissions and Attendance.
- Support in the organisation of open evenings, school tours and transition events in liaison with PA to Principal/SBM, senior leaders and feeder primary schools.
- Gather and verify enrolment documentation, including proof of address, identity, birth certificates, medical information, SEND information and previous school records.
- Ensure new starters have accurate records set up before day one and that relevant staff (Pastoral, SENDCo, Safeguarding) are informed of any needs or concerns

Responsibility Area 2 - Student Record and Data Management

- Maintain accurate, up-to-date student records on the school Management Information System (MIS), including contact details, parental responsibility, medical needs, ethnicity, language, free school meal and pupil premium status.
- Oversee the secure transfer of student files, including Common Transfer Files (CTFs) and Secure Transfer of safeguarding records, when students join or leave working with the DSL Operational.
- Manage the admission and deletion register in line with statutory requirements, including processing students leaving the roll and following up Children Missing Education (CME) procedures with the local authority.
- Carry out regular data checks and audits, correcting errors and reporting recurring issues to the Business Manager.
- Ensure all student data is held securely and processed in accordance with UK GDPR and the Data Protection Act 2018. Process Subject Access Requests under the direction of the Data Protection Officer.
- Support the PA to the Schools Business Manager in the sending of reminders for FSM and enrolment of FSM for parents.
- Organise the accurate lists for FSM and ensure all who are entitled have applied.
- Co-ordinate the collection, collation and dissemination of academic and pastoral information for all new students across all year groups.
- Liaise with the school's Special Educational Needs department, providing copies of documentation received from the Local Authority on SEN students for all year groups.
- To assist in the update of student class lists throughout the academic year for all year groups.
- To collect, collate and update student records across all year groups to meet high levels of accuracy and to ensure that student roll figures are up to date and accurate at all times
- To work with the Post 16 team to ensure all Sixth Form records and class lists are accurate and up to date including external students.

Responsibility Area 3 - Statutory Returns & Reporting

- Prepare and submit the school census, including the autumn, spring and summer returns, alongside the alternative provision and school workforce censuses as directed.
- Produce accurate reports on admissions, roll numbers, demographics and forecasts for the Principal, Governors and Trust.
- Support the production of data for Ofsted, DfE, the local authority and external audits.
- Provide data to support attendance, funding and planning, including pupil number projections.
- To support staff/School Leadership Team to produce lists and reports of all student groups.
- To ensure data cleansing and housekeeping procedures are carried out regularly.
- To be responsible for any tasks associated with being part of the Schools Safeguarding Team.

Responsibility Area 4 - Attendance and Registration Support

- Support the accuracy of attendance registers and the correct use of attendance codes in line with DfE guidance.
- Work with the attendance team to ensure students who have not arrived at school, or have not been seen, are followed up promptly.
- Support off-rolling prevention and ensure any removal from roll is lawful, properly authorised and fully documented.

Responsibility Area 5 - Communication and Customer Service

- Act as a welcoming, professional first point of contact for parents and carers, prospective families, other schools and external agencies.
- Deal sensitively and confidentially with enquiries, including from families facing complex circumstances such as those new to the country, children in care, or families experiencing mobility or hardship.
- Prepare letters, newsletters and information packs about admissions and enrollment.
- Liaise effectively with the local authority admissions team, other schools, social care, health and virtual school colleagues.
- Liaise closely with the Local Authority's Appeals section and Pupil Support section to provide parents with all the relevant information needed to proceed with an appeal in accordance with the Local Authority guidelines
- Work closely with the LA and data team to ensure student FSM and PP information is accurate and up to date
- Notify parents of any FSM changes.
- Act upon any appeal which has been successful. Arrange for the appropriate Head of Year to meet with the student and parents as quickly as possible, securing an immediate joining date.
- To administer the annual pastoral promotion of the school within Management Information Systems, in collaboration with the Vice Principal/Assistant Principal.

Responsibility Area 6 - Safeguarding and Compliance

- Ensure the implementation of the school's Equalities, Safeguarding and Child Protection Policies.
- To observe all school policies, procedures and working practices.
- Understand and follow the school's safeguarding and child protection policy and Keeping Children Safe in Education (KCSIE).
- Report any concerns about a child immediately to the Designated Safeguarding Lead (DSL) in line with school procedures.
- Maintain the Single Central Record where delegated, ensuring all required checks are accurate and up to date.
- Be alert to patterns such as repeated moves, unexplained absences or incomplete records that may indicate a safeguarding risk, and pass these on appropriately.

General Duties

- To support the School Health & Welfare Officer with their first aid duties where required
- To promote a high standard of health and welfare
- Be willing to participate in personal development and training opportunities.
- Contribute to the wider administrative work of the school, including supporting exams, enrolment into sixth form or post-16 pathways and trips documentation where needed.
- Attend meetings, briefings and training as required.
- Undertake other duties commensurate with the grade and nature of the post, as reasonably directed by the Principal or line manager.

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 _____

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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
Bromcom knowledge and experience		✓	A I
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
Accuracy and attention to detail	✓		A I
Confidentiality	✓		A I R
Ability to deputise for team leader		✓	A
Ability to communicate and work with all levels of management within the school		✓	A I
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	✓		A I
Commitment to uphold the School's Equalities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference

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