



## QUALITY OF EDUCATION ADMINISTRATOR

### Application pack contents

- Welcome from the Principal, Jim Parker
- 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

*Aspire, Learn, Achieve*



## Welcome from the Principal

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

At Lord Grey we have a total commitment to developing the life chances of our students, by providing a great education, within a friendly and highly supportive environment. We have high aspirations for our students and believe firmly in our mantra Lord Grey Can! We are proud of our successes and genuinely believe that wider personal development is as important as academic achievement, as we prepare students for life after school in our vibrant and growing town.

We have 1450 wonderful students attending Lord Grey who are supported by a team of over 160 dedicated and committed members of staff. Many staff have been here for a long time and several have been former students of the Academy. The often quoted reason for developing such a strong attachment to the Academy is that they just love working with our students. Our students are polite, respectful, engaging, generally keen to learn and appreciative of the work that staff do with them. Our students respond well to praise and are keen to collect House points. I enjoy meeting, each week, the many students who are awarded Principal's Awards. We recognise that being a teenager is not always easy and have a wide variety of support available for them. There are strong systems to support staff in managing behaviour when it is not meeting our expectations.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of Academy 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 Academy 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.

I 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.

I look forward to meeting you.

Jim Parker  
**Principal**



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## 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 £20,493 - £22,627

**Actual annual starting salary: £14,210 per annum**

We are looking to appoint a highly capable and proactive Quality of Education Administrator to work for our Vice Principal 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](mailto:hr@lordgrey.org.uk) by 9am Wednesday 14th April 2021.

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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TOVE LEARNING TRUST

## JOB DESCRIPTION

Role:	Quality of Education Administrator
Responsible to:	Vice Principal Curriculum
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 Vice Principal and the Assistant Principals in a wide range of specific functions.

### Key Responsibilities

- To proactively and flexibly support the Vice Principal 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

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



# Lord Grey Academy

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## **Responsibility area 3**

8. To create, maintain and disseminate the duty rotas.
9. 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.
10. 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.
11. To create and maintain and disseminate data for achievement and compilation of the records of achievement, certification and awards.

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
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
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



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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 underestimate 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 House teams.
- CPD tailored specifically to staff needs, based on their feedback.
- 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 expectation to deal with emails outside of work hours.
- Comprehensive support for NQTs 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 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.
- Regular staff wellbeing events are 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.