



# Sir Robert Pattinson Academy

Headmaster Mr D. J. Hardy BA (Hons) PGCE

## Administrative Assistant

**Full Time: 37 hours per week, 42 weeks per year**

**Starting Salary: Grade 3 (SCP 6-9): £22,035 - £23095 pro rata**

**Required: ASAP**

Sir Robert Pattinson Academy is an 11 – 18 comprehensive school judged 'Good' by Ofsted as a result of the education and opportunities provided to pupils, enabling them to flourish within a calm and caring environment. Pupils are valued, happy, challenged and strive to achieve their best through a rich learning experience both inside and outside the classroom.

We are seeking to appoint an experienced Administrator to join our busy office team and support the provision of an effective and efficient administration service across the Academy. You will be responsible for general administrative duties in the main school office, including working on both the main and student receptions.

The successful candidate will have excellent organisational, IT and administrative skills with experience of administrative work and Microsoft Office packages, including Excel, Word and Outlook. In addition, excellent interpersonal and customer service skills are essential to this role as it requires regular contact and liaison with staff, students and parents. An interest in supporting in HR is desirable.

Previous experience of working within a similar environment and with a Management Information System would be an advantage. However, full training will be provided.

### The ideal candidate will have:

- Experience of working in the education sector.
- Experience of working on a reception.
- Experience of data input and management.
- Excellent ICT skills.
- Ability to work to deadlines and with a high level of detail.

### What we can offer you:

- Membership of the Local Government Pension Scheme.
- Free on-site car parking and secure cycle store.
- Cycle to work scheme following successful probation period.
- Education Mutual Health & Wellbeing Services
- Occupational sick pay.
- Blue Light Discount Card

**Further details and application pack can be found on our website [www.srpa.co.uk/vacancies](http://www.srpa.co.uk/vacancies)**

Please find our Child Protection Policy by clicking here

[Policies | Sir Robert Pattinson Academy \(srpa.co.uk\)](http://www.srpa.co.uk/policies)

Sir Robert Pattinson Academy

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**Closing date: 8 January 2025 at noon**

**Interviews: w/c 13 January 2025**

Sir Robert Pattinson Academy is proud to be a member of the 'Disability Confident Scheme'

*Sir Robert Pattinson Academy is committed to safeguarding and promoting the welfare of children and young people. We operate Enhanced DBS and safeguarding procedures.*

