



Sir Robert Pattinson Academy

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

Librarian / PA to Deputy Head Teacher

Grade 4 SCP 9-12 per annum £7534 - £7901

Required September 2025

13 hours per week 9am – 4pm Thursday & Friday

39 weeks per year

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 a part-time Librarian / PA to Deputy Head Teacher to manage an efficient and effective library information service and resource area for staff and students. To provide administration support to the Deputy Head Teacher.

The successful applicant will be an enthusiastic, flexible, positive, passionate and creative individual who has a proven record of excellent administrative skills as well as experience in managing a library information service.

The ideal candidate will have:

- Experience of working in the education sector.
- Experience of working in a library.
- 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

Please find our Child Protection Policy by clicking here

[Policies | Sir Robert Pattinson Academy \(srpa.co.uk\)](#)

Sir Robert Pattinson Academy

Moor Lane North Hykeham Lincoln LN6 9AF

☎ 01522 882020 ✉ recruitment@srpa.co.uk

Closing date: 12 May 2025 noon

Interviews: 16 May 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.

