



Sir Robert Pattinson Academy

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

Attendance Officer

Grade 6 SCP 15-18 Actual Salary £10,629 - £11,540 per annum

Required 01 December 2025 or as soon as possible

15 hours per week, Monday & Tuesday 08.00am – 4.00pm, 40 weeks per year

Sir Robert Pattinson Academy is a successful 11 – 18 comprehensive school where students are valued, happy, challenged and strive to achieve their best. The Academy provides rich learning experiences both in and outside of the classroom resulting in a great education.

The Academy is situated on an extensive, beautiful site offering purpose-built facilities on the outskirts of Lincoln, towards the Nottinghamshire border. The area boasts affordable housing and good road and rail networks to the South and Midlands.

We are seeking to appoint an Attendance Officer to support pupils and families with attendance to start as soon as possible. This will include maintaining/analysing registers, assisting in compilation of required reports, and working directly with our families to enable all pupils to have full access to the curriculum. You will liaise with the relevant staff and external agencies to identify those families who need support and find ways of overcoming the barriers that prevent children from accessing the curriculum.

The successful applicant will be an enthusiastic, flexible, positive, passionate and creative individual who has a proven record of supporting families with a variety of complex needs.

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: 14 October 2025

Interviews: W/C 20 October 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.

