Sir Robert Pattinson Academy

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

Receptionist

Full Time: 37 hours per week, 42 weeks per year
Starting Salary: Grade 3 (SCP 6-9): £23,490 - £24,620 pro rata
Required: ASAP

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.

We are seeking to appoint an experienced Receptionist to join our busy office team and support the provision of an effective and efficient administration service across the Academy. support the provision of an effective and efficient administration service across the Academy. You will be responsible for general duties in our main Reception, including working in the main office and on student reception as required.

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

Previous experience of working within a similar environment 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.

We can offer you:

- Membership of the Local Government Pension Scheme (LGPS)
- Free on-site car parking and secure cycle store
- Cycle to work scheme
- Health & Wellbeing services
- Occupational sick pay

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: 17 November 2026 at 9am
Interviews: w/e 20 November 2026

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.