Sir Robert Pattinson Academy

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

SEND Admin
Fulltime, permanent
Grade 3 SCP 6 - 9 per annum £ 21,811 - £22,860 pro rata
Required as soon as possible.

37 hours per week, 39 weeks (Term time plus 5 INSET days)
8am – 4pm Monday - Thursday and Friday 8am – 3.30pm

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 experienced SEND Administrator to join our busy team and support the provision of an effective and efficient administration service across the Academy. You will be responsible for providing confidential management and administrative support for the day-to-day operation and strategic planning for the Specialised Learning Centre.

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.

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 in an administrative role.
- 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.
- 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)

Moor Lane North Hykeham Lincoln LN6 9AF
01522 882020 recruitment@srpa.co.uk

Closing date: 27 November 2026

Interviews: W/C 30 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.

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