



## Administration/Reception Assistant

37 hours per week, 39 weeks per year

NJC 3 - £15,874 (£18,562 FTE)

Start date: 1 November 2021

We are looking to recruit an outstanding administration/reception assistant to join our busy office team. The successful candidate will provide a wide range of general clerical and administration duties, so must be able to demonstrate a competent working knowledge of Microsoft Office. As the first point of contact for pupils at the school office, a warm and approachable attitude is required. The post holder will also support the reception team, by providing a professional and efficient reception service so excellent interpersonal and communication skills are essential. First impressions matter, so a friendly, calm and professional disposition is also essential; with the ability to juggle constantly changing priorities and handle confidential information sensitively.

The hours for this vacancy are 37 per week/39 weeks per year (term time plus 5 inset/additional days), and are Monday to Friday, 8.00am to 4.00pm.

### Why join Sir William Robertson Academy?

Sir William Robertson Academy is a popular and successful 11-18 comprehensive school situated in delightful rural surroundings on the Lincolnshire/Nottinghamshire border. Pupils with a positive approach to learning, a committed staff and a supportive body of parents have helped to create a school which was judged by OFSTED (March 2019) to be 'Good' in every area of its provision. Sir William Robertson Academy has been acknowledged as one of the top 100 non-selective state-funded schools in England.

### We will offer you:

A Competitive  
Salary

Excellent Pension  
Options within  
LGPS

Healthcare  
Cashplan

Employee  
Assistance  
Programme

CPD  
Opportunities

Salary Sacrifice  
Schemes

Gym  
Membership  
Discounts

Cinema, High  
Street, Travel  
and Leisure  
Discounts

Staff Benefits  
Dashboard

### Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended) and will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.

**How to Apply:** Please visit the school website to complete an application [www.swracademy.org/job-vacancies](http://www.swracademy.org/job-vacancies)

If you have any questions about this vacancy, or would like to visit our school in advance of making an application please contact Mrs Samantha Quincey [hr@swracademy.org](mailto:hr@swracademy.org) or call 01400 272422.

**Closing date: Noon, Wednesday 20 October 2021**