

13th July 2026

Dear Applicant

**Receptionist/Office Administrator
Full time
September start**



Thank you for your interest in this role, we are delighted you are considering joining our team.

Roebuck Academy has over 440 pupils on the school roll, aged 3 to 11 years. We are an inclusive school and we promote an awareness of individual needs. Our school focuses on 6 key values; Determination, Respect, Excellence, Altogether, Motivation and Safeness. We are proud of our character Education provision which underpins all areas of our educational offer.

Our aim is to nurture our pupils to become confident, caring and ambitious children who are ready to make a positive contribution to the wider community. We expect all adults to lead by example, treating children and colleagues fairly, consistently and with kindness and respect.

The school is proud to be part of Chiltern Learning Trust, an outstanding and progressive multi-academy Trust in Bedfordshire. The Trust and school work together in a very supportive and collaborative way, offering a wealth of staff professional development.

Please look at both the school and the Trust website for further details. This is an ideal opportunity to make a real difference to the pupils and their life chances. If you wish to discuss this post further, please contact Vikki Kinsella, kinsella@roebuck.herts.sch.uk for an informal discussion.

The closing date for applications is midday Wednesday 22nd July 2026. Interviews will take place week commencing 27th July.

We look forward to receiving your application.

Mr Andy Mari

Headteacher

The Roebuck Academy, St Margarets, Stevenage, Hertfordshire, SG2 8RG

Headteacher: Mr Andrew Mari | **Tel:** 01438 311937 | admin@roebuck.herts.sch.uk | www.roebuck.herts.sch.uk



working in partnership to promote
excellence in teacher education



Partnership School