

Blidworth Oaks Primary School and Foundation Unit

Haywood Avenue, Blidworth, Notts. NG21 0RE

Executive Head Teacher: Mr Shaun Walker

Head of School: Mrs Jodi Ince

Telephone: 01623 792348

Email: office@blidworthoaks.notts.sch.uk

Website: www.blidworthoaks.co.uk

Person Specification: Admin Assistant/Receptionist

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	NVQ level 2/3 in Administration Shorthand skills
Experience	The Administrative Assistant should have experience of: • working in an office environment; • carrying out a range clerical or administrative duties; • following well defined processes, practices or procedures; • carrying out tasks without close supervision; • working with IT systems including basic word processing and spreadsheet operation; • handling information in accordance with the Data Protection principles; • handling and processing cash, cheques, invoices or equivalent.	In addition, the Administrative Assistant might have experience of: • working within education; • handling financial accounts; • experience of Arbor.



Aspiration



Inclusion



Inspiration



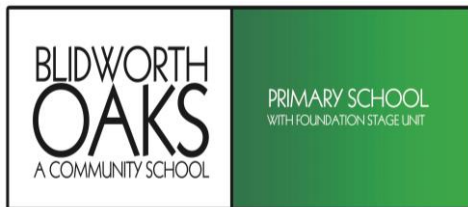
Resilience



Respect



Responsibility



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Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: - the nature of the routine tasks that need to be completed on a daily basis; - the extent of the role, and the versatility required to fulfil it;	In addition, the Administrative Assistant might also have knowledge and understanding of: - the roles and responsibilities of teachers; - the computer systems available to organise educational records.
Skills	The Administrative Assistant will be able to: - manage and prioritise workloads; - communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; - provide a welcoming first point of contact at all times for people who come to the school; - make accurate judgements of situations, and refer these to other staff, if necessary; - recognise the confidentiality of some kinds of information; - take personal initiatives in liaison work within the admin team; - ensure that school diary commitments are kept up-to-date, and that the relevant people are informed of these commitments;	



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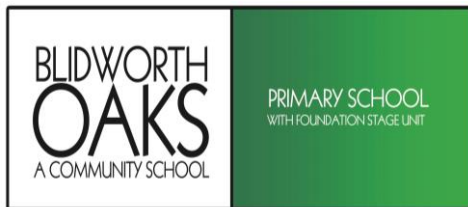
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	• work effectively and efficiently under pressure; • be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy; • undergo further administrative training, when appropriate.	
Personal characteristics	• Adaptable • Calm under pressure • Excellent as an organiser • Friendly • Purposeful • Resourceful • Professional	



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