



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

Job Description – Admin Assistant/Receptionist

Grade: Scale 2

Responsible to the Business Manager for any of the following duties and responsibilities that may be delegated. Such duties to be undertaken under the direct and regular supervision of the senior post.

Job Purpose

The provision of varied clerical, administrative and financial support to the school.

Key Responsibilities/Duties

- To perform routine clerical tasks including receiving & making telephone calls, checking and verifying information, typing letters and documents.
- Arrange visits to school, greet all visitors in a friendly and professional manner, providing directions and advice and information to basic enquiries, ensuring school visitor procedures are adhered to, utilise the visitor management system for all persons entering/leaving the premises, process fire lists.
- To undertake general office support work including filing, photocopying, routine data input and retrieval including updating pupil records (electronic and manual).
- Monitor stationary stock levels, prepare and assist in processing routine orders including completion of pro-formas, placing orders, receiving and matching delivery notes with orders/invoices.
- To be responsible for maintaining a tidy and well organised office environment.
- To learn and maintain a good level of knowledge of software systems and processes within school to enable effective working.
- To process daily dinner registers and reconcile weekly meal numbers from the kitchen, update menus on the meal booking app, promote themed school meals, update the school kitchen with any allergy/dietary requirements, meal planning for school trips. Monitor pupil/staff meal accounts and chase any debt.



Aspiration



Inclusion



Inspiration



Resilience



Respect



Responsibility



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- To receive and process incoming and outgoing mail.
- Monitor club lists and chase any debt.
- To collect and process attendance data in line with school policies and procedures. Completion of pupil attendance reports as required for accurate reporting to senior leaders.
- To establish and maintain excellent working relationships with pupils, parents/carers, staff and other professionals.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



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