



Receptionist / Administrator

25 hours per week, term time plus two additional weeks

Commencing March 2025

The Acorns Primary & Nursery School Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in the Receptionist / Administrator vacancy at The Acorns Primary & Nursery School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from March 2025.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Acorns Primary & Nursery School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs H Broom
Headteacher
The Acorns Primary & Nursery School



The Acorns Primary & Nursery School

Mission: Be The Best You Can be
Vision: Providing A World-Class Start to Life
Values: Mutual Respect, Equity, Inclusivity and Love

The Acorns Primary and Nursery School is a larger-than average sized school in Ellesmere Port, catering for 375 pupils aged between 2 and 11 years old. Our pupils come from a wide range of backgrounds, but most live within a close proximity to the school. We have much higher-than-average number of pupils eligible for Pupil Premium and also in receipt of EHCPs. We are a trauma-informed school with a Relationship Policy based upon restorative practice.

We are a Rights Respecting School where everyone is welcome – we have No Outsiders. We equip our pupils with the skills and knowledge they need to become positive, global citizens. During their time here, children develop into intrinsically motivated, life-long learners: they understand the value of working hard and they aspire to achieve.

The values of tolerance, individual liberty, democracy, mutual respect and the rule of law are embedded in all that we teach, and the way in which we run our school. We value, respect and celebrate all achievements, both within and outside of school and encourage parents, families and the community to join us in doing so. We work hard to ensure that our pupils experience a range of enrichment activities to engage and inspire them, creating memories for life and a thirst for adventure.

From a wonderful start in our Nursery, our 2-year-old children settle quickly into our community and are nurtured as individuals, swiftly building positive relationships with both the staff and their peers. This continues for the 9 years they are with us. We believe community is at the heart of the work we do and have close relationships with many agencies, ensuring that our families have their holistic needs met.

Throughout their time at The Acorns, we instil the characteristics of effective learning. These allow our pupils to develop into confident, resilient and independent adults, prepared to succeed in the modern world. Our pupils leave us with a strong moral compass, comfortable in their own skin, and knowing their own minds. They are brimming with self-belief and self-worth and are capable of being in respectful, trusting relationships with others in their community.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises eleven schools: three high schools, an all-through alternative provision academy and seven primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 11 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



Job Description

Receptionist / Administrator

| | |
|------------------|---|
| Location: | The Acorns Primary & Nursery School, Pooltown Road, Ellesmere Port Cheshire, CH65 7ED |
| Grade: | Grade 4 (SCP 4-6) |
| Salary: | £14,592 - £15,057 |
| Working pattern: | 25 hours per week (5 afternoons), term time plus two additional weeks |

The Role

As the Receptionist, you will be the welcoming face of the school and will provide a positive first impression to all visitors, students and staff, and provide general administrative and clerical support and services which ensure the efficient running of the school.

Responsibilities

School Administration

- To be the 'face of the school' to welcome visitors in a professional manner, presenting a positive image of the school and ensuring refreshments are offered, where appropriate
- Be a key member of the team who demonstrates confidence, tact and professionalism with all prospective and established pupils, parents, colleagues and professionals
- To sign in visitors as necessary and check ID
- Deal effectively with school post and deliveries, ensuring information is and goods are passed to relevant staff in a timely manner and recording systems are used effectively
- Ensure that all communications (phone calls, emails) are correctly logged and routed to their intended recipients, as per protocols, to ensure a quick and effective communication system
- Deal with parent queries e.g. collecting early, clubs, missing uniform
- To ensure that telephone cover is maintained, messages delivered and enquiries dealt with appropriately
- To keep the reception entrance area tidy and up to date with relevant literature on a weekly basis
- To keep the Pre-Loved Uniform rail stocked and tidy
- Ensure the upkeep of an accurate record of parental permissions regarding the use of pupil images in promotional material
- Liaise with class teachers to help organise school trips, book coaches and communicate with pupils / parents in line with staff requirements
- Send messages and weekly newsletters to parents when requested by SMT
- Maintain the school website when requested by SMT
- Ensure that all communication and marketing activities are aligned with the school's mission, vision and values
- Support colleagues to plan for events ensuring the best possible image is presented to all
- Work with SMT and teachers to help prepare for events by offering admin support, photocopying etc



Attendance & Admissions

- To collate information and maintain the pupil database (Arbor), run reports and provide updates as required
- Oversee registration and monitor attendance levels as required
- Update and maintain parental email addresses

Health & Safety

- Adhere to the Health & Safety Policy within school
- To offer pastoral care for pupils when distressed and deal with basic first aid issues in an emergency
- Report all accidents as per policy
- Administer medicines and sign medication documentation, after training and alongside colleagues, as per policy
- Actively promote the safety of our children and adhere to associated policies

General Duties

- To be aware of any school policies which relate to non-teaching staff
- To read the contents of the staff handbook and abide by any guidelines therein
- Assist in the implementation of any decisions made by the management team to promote the safeguarding and welfare of pupils, in line with policy

Other Duties

- Keep the stock store areas organised and order supplies for the school (once approved by the Operations Manager)
- Assist colleagues with occasional jobs such as petty cash
- Liaise with the PTA to help organise their projects and events
- Liaise with colleagues in school, within the Trust and external contacts with confidence, tact, and diplomacy and establish good practice

**This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager and the SMT.



Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Experience | | |
| Experience of dealing with a variety of administrative clerical tasks | X | |
| Experience of working in a pressured environment with competing deadlines | | X |
| Experience of working in a school environment | | X |
| Skills | | |
| Strong organisational and time-management skills and ability to work under pressure | X | |
| Excellent communication skills, both written and oral | X | |
| Competent user of relevant software e.g. Microsoft Office (Word, Excel, Outlook) | X | |
| Experience of Arbor | | X |
| Qualifications | | |
| GCSE English and Maths at Grade C or above (or equivalent) | X | |
| To possess an appropriate typing / word processing qualification | | X |
| Personal Disposition | | |
| To be able to ensure confidentiality where appropriate | X | |
| Self-motivated with a can-do, positive attitude | X | |
| Flexible, adaptable and responsive to changing needs | X | |
| The ability to provide a high standard of customer care and to promote the school in a positive way | X | |
| Genuine passion for upholding our core values of: mutual respect, equity, inclusivity and love | X | |
| To be able to work on own initiative but also adept at working in a team | X | |
| A willingness to undertake any related training to develop the school's systems | X | |
| A calm, professional manner, always cheerful, polite and diplomatic | X | |
| Appropriate professional dress code and follow school's code of conduct | X | |
| Professional outlook, detailed orientated, exceptionally well organised and able to multitask and meet deadlines | X | |
| Self-motivated with a high level of enthusiasm and energy, who contributes towards school improvement | X | |
| Flexible attitude towards work and demonstrates sound judgement | X | |
| Understanding of the importance of confidentiality and discretion | X | |



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to Mrs Hannah Broom, head@acornswhitley.co.uk

Alternatively, send a hard copy to:

The Acorns Primary & Nursery School
Pooltown Road
Ellesmere Port
Cheshire
CH65 7ED

Closing Date: Midday, Wednesday 12th February 2025

Interview Date: Friday 14th February 2025

The Acorns Primary & Nursery School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Acorns Primary & Nursery School is an equal opportunities employer.

The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

