



"Access to opportunity for every child – empowering them to be ambitious, compassionate and ready to make a positive difference"

Exec Head Teacher - Ms Barwell
Head of School - Miss Bembridge
Assistant Head teacher - Mrs Whiting
Address Tavistock Road, Worle, BS22 6DH
Website www.office@becket.kmat.co.uk
Email office@becket.kmat.co.uk
Telephone 01934 516052

Receptionist/ Office Assistant

Job description

- To be an ambassador for the school when meeting parents and other visitors.
- To provide administrative duties to support the efficient day to day running of the school office.
- To provide a friendly and positive first point of contact to the school.
- To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children Safe in Education: Information for all school and college staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

Key Duties and Responsibilities

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Administrator, according to the school's needs.

Reception and general administration

1. Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing hospitality for visitors.
2. To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e., signing in, issuing of identification badges
3. To look after the school office and reception area ensuring that they are welcoming and tidy.
4. To undertake general office duties e.g., telephone calls, emails, ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly; dealing with incoming and outgoing post, maintaining the school diary, coordinating school dinner order, liaising with the kitchen/parents, co-ordination of school visits, collation of invoices etc.

Compliance, Data Management and Statutory Returns



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5. To assist with the maintenance and update of the school Management Information System and other online data storage, including producing reports when required.
 6. Ensure statutory returns are completed in a timely and accurate manner. Admissions, Attendance and Safeguarding
 7. To support attendance monitoring; follow up on pupil absences daily with parents, liaising with teachers and recording information on the MIS.
 8. Administrate user access on CPOMS, GDPR and National College.
 9. Ensure all statutory safeguarding returns are made in a timely manner (e.g. school employee leaver records);
 10. To assist with school admissions administration, under the direction of the School Administrator.
 11. To provide admin support to the Headteacher and other teachers, as required.
- Marketing, publicity and communications:
12. To update and maintain the school website, prepare newsletter and other publicity, including school social media (Facebook, etc).
 13. Support the school's use of Office 365, Teams etc; ensuring there are efficient internal communications.
- Health and Safety

General professional duties:

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school as outlined in the school's Safeguarding and Child Protection Policy
2. To recognise health and safety is a responsibility of every employee, to take reasonable care of self, pupils and others and to comply with the school's Health and Safety Policy and any school-specific procedures and rules that apply to this role
3. To respect the confidentiality of personal information, including that of pupils, staff and families, and to ensure the confidentiality of information received.



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What the school offers its staff

Becket Primary School is an exciting and dynamic place to work. We can offer the successful candidate:

- A friendly and skilled team of colleagues committed to providing a quality education to our pupils
- Highly supportive, governors, parents and fantastic pupils
- Opportunities for staff development and training
- An exciting and broad curriculum with up-to-date researched based pedagogy
- An inclusive and supportive environment.
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Further information about the job

The candidate will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.