**Vacancy – Receptionist/ Administrator**

**Salary Scale: B1. Point 4-6**

**Contract: Permanent**

**Hours: 7.5 per week - term time only + 5 training days**

**Hours of work: 7.45am- 4.15pm Thurs (slight variation of hours or day can be discussed)**

**Responsible to: School Business Manager**

**Start Date: 2nd September 2024**

**Job Advertised: 11th June 2024**

**Closing Date: 4th July 2024**

**Interviews: w/c 8th July 2024**

Welcome to our school,

Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 3 sites: our main site and 3 partnership sites at Windmill Primary, Rodillian Secondary and White Rose Post 16. The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 228 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

We are looking for a Receptionist/ Administrator on main site who will manage a busy reception office with effective organisational skills; excellent customer service skills and a solution focused approach.

We are looking for a highly motivated and committed Receptionist/ Administrator who enjoys working with varied stakeholders, including adults and children. You will need the ability to work under pressure, organise and prioritise work and meet deadlines. You will understand; and have empathy with the issues facing children/young people with special educational needs and disabilities and their families.

The successful candidate will need to be able to work both independently and as part of a committed team and job/share. You will need to be able to maintain accurate records, prioritise work to meet conflicting deadlines.

The successful candidate will be the first point of contact for all stakeholders therefore, we require someone who has a friendly, professional, calm and courteous manner with fantastic communication skills, attention to detail and a commitment to working in an environment which has the progress, safety and wellbeing of pupils at its core is essential. It is also desirable that the right candidate has a knowledge of SIMs, attendance procedures and school admissions

We can offer:

• A welcoming, caring school with supportive colleagues and parents

• A commitment to professional development

• A workplace that listens to all staff and values their skillset and contribution

We are looking for:

• Excellent customer service skills

• Experience of dealing with confidential and sensitive data and working in line with GDPR guidelines

• A good working knowledge of school administrative procedures

• Experience of working within a busy office environment

• A strong sense of teamwork and professional pride

• A positive, solution-focused approach

• A commitment to achieving the very best for our children and families

The successful candidate will:

• Create a professional welcome to visitors and families

• Demonstrate good communication skills both orally and written

• Work well as part of a team and have a flexible approach

• Work confidently on a range of computer systems and programmes

• Prioritise work to meet conflicting deadlines

• Be willing to contribute to school life

Kathryn Bryan

**Headteacher**

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and recruitment pack please contact Lyndsay Beddoes by email lyndsay.beddoes@broomfieldschool.org.uk visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning 0113 277 1603

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

***Reg Charity no; 1143948***