**Receptionist/ Administrator**

Pay grade: B1

Pay scale level: 4-6

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

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 polcy*

**Role:**

To be responsible for first point of contact for visitors and offering routine general clerical, administrative support to the school.

**Main Duties:**

General administrative duties such as, but not limited to:

* Operate telephone switchboard – convey messages & filter calls; updating on internal systems as appropriate
* Open & distribute post
* Organise medicals/photographer visits etc.
* Manage school Inbox and calendar bookings in line with safeguarding guidance (as per KCSIE guidance)
* Monitor/order stationery for admin team and snack for TLG’s
* Provide a reprographic/ admin service for staff as required
* Update both the SIMS computerised records and paper records for existing students and when the school is notified of changes
* Responsible for the processing of student admission forms and other forms relating to this
* Print/ E mail/Text any required forms for parents/ carers
* Act as first point of contact for all parents/carers and other visitors to the school and ensure that they are dealt with in a professional manner
* Make first day contact with parents/carers for any absent pupils and update our in-house CPOM’s system
* Update daily registers on SIM’s and administer school meal system
* Ensure that all visitors (including contractors) and students arriving late or leaving early comply with school signing in/out procedures.
* Complete the annual update of SIMS student and staff records as required. (Printing, distributing, monitoring returns & amending data recorded on computerised system as necessary)
* To work as part of a team to provide customer focussed services
* To use IT applications and Databases effectively to deliver administrative tasks
* To input and retrieve data using computerised systems
* To collate and prepare information from a variety of sources
* To communicate effectively with internal & external customers and colleagues in relation to work undertaken
* To work with others to help improve work organisation and effectiveness
* Managing meeting rooms & dealing with hospitality and arrangements for visitors
* To assist in the training of new team members
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.

# **In addition:**

# To be participative in the wider school Administration Team – carrying out duties and tasks, as required, especially at times of busy periods or to cover absence as directed by the Business Manager.

# Keep abreast of current guidance, requirement and good practice

# Develop good working relationships with outside agencies and stakeholders –pupils, parents/carers, teachers and professionals

# Present a positive personal image, contributing to a welcoming school environment

# Provide an excellent customer service to parents, pupils, colleagues and visitors to the school

# Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

# Be aware of and support difference and ensure equal opportunities for all

# Contribute to the overall ethos/work/aims of the school

# Participate in training and other learning activities and performance development as required

# To undertake any other duties that are commensurate with the post

## Any Special Conditions of Service:

There is a requirement to submit to **an enhanced Criminal Records** Bureau background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

Signed.................................................... (Head Teacher) Date: ……………………….

I acknowledge that I have seen and received a copy of the above job description.

Signed........................................................ Date: ………………………...

**Broomfield SILC *is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***