**Receptionist & Administration**

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| **Person Specification**  |
|  | **Essential** | **Desirable** |
| **Experience/ Knowledge** |
| Excellent customer service/ front of house experience | √ |  |
| Significant experience of school administrative procedures | √ |  |
| Strong ICT skills – at least intermediate use of Microsoft office software and a range of other ICT packages e.g. SIMS | √ |  |
| Effective organisational skills  | √ |  |
| Ability to communicate effectively, orally and in writing with all stakeholders of the school community | √ |  |
| Prioritise and manage own time effectively | √ |  |
| Excellent, accurate keyboard skills | √ |  |
| Evidence of relevant continued professional development | √ |  |
| Experience of producing reports and extracting data from various sources | √ |  |
| Experience of dealing with confidential and sensitive data and work in line with GDPR guidelines | √ |  |
| Ability to analyse data and propose solutions | √ |  |
| Experience of working in an administrative capacity within a school office  |  | √ |
| Experience of SIMS |  | √ |
| Experience of Parentpay |  | √ |
| Experience of CPOM’s |  | √ |
| Knowledge of attendance procedures |  |  |
| Knowledge of school admissions processes |  |  |
| **Personal Related Job Skills** |
| Demonstrate commitment to effective working relationships with a range of different agencies  | √ |  |
| Solution focussed approach and confidence to make suggestions for process improvement | √ |  |
| Ability to work under pressure, organise and prioritise work and meet deadlines | √ |  |
| Accuracy and attention to detail | √ |  |
| Able to work independently as well as an effective member of a wider team, sharing best practice and providing encouragement to the wider admin team | √ |  |
| Excellent people skills – adults and children | √ |  |
| An understanding of and empathy with the issues facing children/young people with special educational needs and disabilities and their families. | √ |  |
| Display high level of integrity with the ability to maintain confidentiality at all times  | √ |  |
| Understands and is committed to the School’s Values. | √ |  |
| **Education/ Qualifications/ Training** |
| Level 2 or higher equivalent qualifications in English and Maths GCSEs at Grade C in both |  | √ |
| High level written and verbal communication skills, including excellent spelling | √ |  |
| **Other Characteristics required** |
| Willingness to be flexible with working hours to respond to schools’ needs | √ |  |
| Enhanced DBS check, share our commitment to safeguarding and work in line with KCSIE | √ |  |

*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, in line with KCSIE*