

**OFFICE ADMINISTRATOR & RECEPTIONIST**

**PERSON SPECIFICATION**

**(February 2020)**

**Job Title:** Office Administrator & Receptionist

**Reports To:** OfficeManager & 6th Form Assistant Principals

**Location:** School Office Meadowfield 6th Form Centre

**Hours:** 37 hours per week Term time only (39 weeks per year) – 08.00am to 16.00pm Monday to Thursday, 08.00am to 15:30pm on Friday

**Salary:** Kent Range 5

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Criteria** |
| **Qualifications** | * NVQ Level 2 or equivalent * Computer Literate |
| **Experience** | * **Previous experience of reception and office work within a school setting**. * Proven administration/office experience. |
| **Skills & Abilities** | * Ability to provide a high level of customer service. * Ability to deal calmly, tactfully and effectively with a range of people. * Ability to convey information clearly and accurately orally and in writing to a range of people. * Ability to work in an organised and methodical manner. * Ability to multi-task. * Ability to take personal responsibility for organising day to day workload. * Ability to work effectively and supportively as a member of the school team. Confident to work on your own. * Able to use own initiative to solve problems and respond proactively to unexpected situations. * Personal resilience is essential as well as the ability to maintain a sense of humour. * Maintain confidentiality and be aware of safeguarding criteria to maintain the safety of pupils, staff and information. |
| **Knowledge** | * Demonstrate an understanding of the work of a school. * Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Outlook & SIMS. * Demonstrate an understanding of confidentiality and child protection issues in a school setting. |