

**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
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| **Experience** | * **Previous experience of reception and office work within a school setting**.
* Proven administration/office experience.
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| **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.
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| **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.
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