



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## ***Personal Specification***

*~ Receptionist ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of an office or reception work.</li> <li>• Experience of Microsoft Office packages.</li> <li>• Experience of using database systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school office.</li> <li>• Experience of SIMS.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively and accurately, both verbally and in writing.</li> <li>• Able to communicate clearly and in a concise manner both on the telephone and face-to-face.</li> <li>• Able to write clear letters to a good standard of accuracy and presentation.</li> <li>• Able to follow set procedures.</li> <li>• Able to develop and maintain effective working relationships with a wide range of people.</li> <li>• Able to work on own initiative with minimum supervision.</li> <li>• Knowledge of standard office procedures and equipment.</li> </ul>	

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Literacy and Numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification or willingness to work towards one.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Safeguarding Policies.</li> <li>• Awareness of Health &amp; Safety Policies.</li> </ul>
<p style="text-align: center;"><b>Method of Assessment (M.O.A.)</b> Application Form (AF), Interview(I), Test or Exercise (T), Presentation (P)</p> <p style="text-align: right;"><b>September 2024</b></p>		