

Job description

Job Title:	Receptionist (Part time)
Reporting to:	Site Manager
Key relationships:	Site team, Workshop Technicians, Heads of Department, Professional Services team
Working Week:	The post is 1 evening (Fridays) and 1 day (Saturdays) per week during the Autumn Term of the undergraduate term with extra days negotiated separately as required.

Main purpose of role:

The Receptionist will work with one other colleague from the Site Team to ensure the security and safety of students, staff and the premises during 'out of office' hours.

It involves working as a key member of the Site Team, responding to queries from staff and students and championing Health & Safety within the Art School, as well as potentially supporting the Art School's public facing activities.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are:

Site Maintenance and Security

- Opening and closing the buildings in a systematic and timely manner
- Ensuring that those on site (Saturdays) are registered and have had prior approval to be on site
- Monitor security as part of a regular cycle of checking, and alert and notify the other member of the Site Team and line manager of any issues occurring or anticipated to occur
- Respond to any site related emergencies and urgent issues as they arise according to guidelines.
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Health & Safety

- Support a strong Health & Safety culture, reinforcing the necessity for sound practices amongst staff and students.
- Support the Site Manager by contributing where appropriate to inspection reports and updates on site matters.
- Assist the other member of the Site Team in the circumstances of accidents, their recording and examination.
- Keeping the work area clean and tidy and fully complying with the COVID-19 working practices outlined in induction and briefing material

Staff development

- Participate in the Performance Review, and in staff development and training activities as agreed with their line manager.
- Keep up to date with own training related to Health & Safety (incl. emergency evacuations, Fire Marshall, First Aid etc)

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Reference documents:

- Staff Support and Development Handbook
- Professional Code of Conduct
- Studio Codes of Practice
- Art School Moodle Site:
- Disability Support Guidelines
- Student Charter
- Art School website
- Health and Safety Policy and other Art School policies related to the post

