

JOB DESCRIPTION: Receptionist (Part/time – 30 hours p.w. term-time with the possibility of additional hours)

Hours of work: Tuesday 12.00-8.00pm (with a one hour unpaid break)
Thursday 8.00am-8.00pm (with a one hour paid break)
Friday 8.00am-6.00pm (with a one hour paid break)
term-time only (36 weeks of the year) but with additional hours according to the Art School's needs

Reporting to: Site Manager
Other key relationships: Reception and office staff; Site Technicians; Cleaning staff

PURPOSE OF THE ROLE

The role is to be part of the Art School's site team supporting its Reception and Security functions.

PAY

£13,590 for 36 weeks plus 5 weeks paid holiday; days worked above 36 weeks will be paid in addition.

MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are the normal expectations associated with the post.

General:

- Acting as a first point of contact for staff, students and visitors.
- Dealing with phone enquiries
- Ensuring all visitors sign in and are directed to the correct location.
- Making sales from the Art School's materials shop and assisting with stock-taking
- Placing orders for departmental supplies
- Receiving goods, checking contents against purchase requisitions and informing relevant staff
- Key control – logging keys, temporary access cards issued and returned
- To contribute to the Art School's attendance monitoring processes
- Assisting the Art School Office with administrative tasks

- Managing the bookings calendar for central meeting and seminar rooms
- Unlocking and locking up premises in conjunction with other members of the site team
- Reporting any Health & Safety and security issues to Site Manager
- Checking and replenishing first aid boxes
- Acting as a fire marshal and first aider (for which full training will be given)

Other duties:

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

Miscellaneous:

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior 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 post holder.

Person Specification:

- Experience in a similar customer service position
- Good administrative and organizational skills
- A welcoming and cheerful manner
- Ability to work on own initiative and demonstrate common sense.