

## Job Description

### Receptionist: 3<sup>rd</sup> Floor, Howard House

|                            |   |
|----------------------------|---|
| <b>Responsible to:</b>     | Admin Department Team Lead  |
| <b>Responsible for:</b>    | The post holder will have no direct line management responsibility.                           |
| <b>Salary:</b>             | 13.57 per hour      11,290.24 gross per annum   |
| <b>Hours:</b>              | 16 hours per week.<br>Monday to Thursday. 09:30 am to 13:30 pm.                               |
| <b>Leave Entitlement:</b>  | 20 days annual leave (Pro Rata)<br>Plus 8 bank holidays (Pro Rata).                           |
| <b>Length of Contract:</b> | Subject to 6-month trial period<br>1 <sup>st</sup> June 2026 – 30 <sup>th</sup> November 2026 |

#### Job Purpose Summary:

- As being the first point of contact for service users, visitors and partners, you will greet people in a warm, respectful and non-judgemental way.
- Answering the intercom to visitors.
- To work well within a busy Team setting
- Manually and electronically signing visitors in and out.
- Typing, saving and printing of simple letters using MS Word
- Use office equipment e.g. photocopier, laminator, paper cutter, scanner.
- Answering the Telephone and monitor and relay any message left on the answerphone.
- Maintain and replenish the refreshments station.

#### Other duties:

- Although primarily based on reception there are times when you may have to assist other staff away from that area. EG Photocopying/Scanning.
- Keep the reception area clear and tidy.
- Checking of stationery and other items, eg refreshment/cleaning items.
- Any other duties commensurate with Receptionist role