

Job Description

Receptionist: 3rd Floor, Howard House

Responsible to:	Admin Department Team Lead
Responsible for:	The post holder will have no direct line management responsibility.
Salary:	13.57 per hour 15,524.08 gross per annum
Hours:	22 hours per week. Monday to Thursday. 09:30 am to 3:00 pm.
Leave Entitlement:	20 days annual leave (Pro Rata) Plus 8 bank holidays (Pro Rata).
Length of Contract:	Subject to 6-month trial period 1 st September 2026 – 1st March 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