



*Please note that shortlisting is performed against the **essential** and **desirable** criteria detailed below. Please refer to these when completing the section entitled '**Further Information**' in your application form. To enhance your application please give specific examples where possible.*

Job Title: Receptionist

Job Purpose: To welcome all visitors and families and assist in administrative tasks within the centre.

Salary: Minimum Wage / National Living Wage

Contract: Permanent

Location: Brently & Henbury Children's Centres

Reporting to: Business Manager

Responsible for: Parents/Carers and Visitors

Hours of work: 19 hours per week, all year round. Working hours: Monday and Tuesday 8am-3.30pm and Wednesday 8am to 1pm.

Key responsibilities of the role include:

To greet and assist all visitors to the Centre, providing information as necessary.

Duties and responsibilities include, but are not confined to the following:

1. Administration

Monitor security to the entrance to the building.

Manage tasks relating to the smooth running of the office, including taking fees from parents, answering the telephone and emails, filing, meeting the day to day administrative requests of the Senior Leadership Team and the Business Support Team.

Placing orders with suppliers as required, matching delivery notes and processing supplier invoices to be entered on our accounting system.

Record taking of fees and distribution of invoices. Answer simple queries from parents about their bills.

Reconciliation of cash and cheques to be banked on a weekly basis.

Check stock levels of office, housekeeping and stationery supplies, re-ordering as needed/requested.

Dispose of confidential materials in an appropriate manner.

Assist in the production and distribution of promotional materials and paperwork.

2. Children's Centre Responsibilities

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Show prospective families around the Centre following training.

Participate in fundraising events.

Undertake training and regular appraisals as part of your personal and professional development.

Work in compliance with the health and safety policy at all times.

Maintain high levels of record keeping as necessary in the course of your work e.g. accident book, register, daily diary.

Undertake any other duties required in keeping with the aims of this post.

Individual Specification

Essential

1. Evidence of a good basic education and a willingness to learn
2. Demonstrable knowledge and experience of Word, Excel, Outlook and databases
3. Working in an office environment
4. Working as part of a team
5. Record keeping
6. Ability to manage own workload following induction and training
7. Ability to maintain high standards
8. Understanding of the importance of providing a welcoming environment
9. Ability to communicate with children, parents, visitors and colleagues

Desirable

1. Evidence of recent relevant training
2. Awareness of health and safety issues
3. Working in a daycare/preschool setting
4. Fundraising events
5. Working in a voluntary/community-led setting

Application information

Completed application forms must be received by: 9am, Monday 22nd July 2019

Email application form to: admin@bhchildrenscentre.org.uk

Interviews to take place: Tuesday 30th July 2019

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified after shortlisting has taken place. Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current or most recent employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.