

## JOB DESCRIPTION

<b>Job Title:</b>	Receptionist/Site Administration Assistant – Part Time
<b>Reports to:</b>	Facilities and Site Manager
<b>Location:</b>	Oak Hill College, Southgate, London
<b>Date:</b>	September 2018

**PURPOSE OF THE JOB:** To contribute effectively as a member of the Site Team in delivery of reception services and the administration of the Site on a daily basis.

**ORGANISATION:** The receptionist will be accountable to the Facilities and Site Manager and will work closely and under the direction of the Site Administrator.

### PRINCIPAL RESPONSIBILITIES:

To undertake general day-to-day duties, including but not limited to:

- Welcoming visitors, tradesmen, guests by greeting them, in person or on the telephone; answering or referring enquiries; contacting host to come to reception.
- Maintaining security by following procedures; monitoring lock up rota and logbook; issuing visitor badges
- Liaising with external event/conference organisers
- Sorting, distributing incoming mail and deliveries.
- Managing outgoing mail, courier deliveries.
- Booking Taxis for staff attending meetings.
- Actioning Point of Sale re student and accommodation services
- Photocopying and basic admin tasks; scanning for VLE (Library).
- Room bookings for meetings
- Accommodation bookings (including both part-time students, student guests etc.)
- Stationery ordering
- Creation of ID cards
- Maintaining the College Calendar
- Putting job vacancies info on to VLE
- Maintaining Meals database

### HOURS

09.00hrs to 13.15hrs Monday to Friday (21.25hours per week)

*Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder.*

## PERSON SPECIFICATION

### The person appointed must demonstrate:

#### Essential

- A personable attitude,
- A courteous approach in keeping with the ethos of the College.

#### Desirable

- The ability to be calm under pressure,
- Excellent organisational skills,
- Attention to detail and accuracy,
- A good working knowledge of Microsoft Word & Excel,
- Use of Google email and calendar,
- Willingness to learn database system.

### Notes for Applicants:

To apply, in the first instance please submit your CV and a covering letter to Veronica Machin, HR & Safeguarding Manager at [hr@oakhill.ac.uk](mailto:hr@oakhill.ac.uk). For details of remuneration and any other questions about the role, please contact Veronica by email. Closing date for applications: 23 September 2018.

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