

JOB DESCRIPTION

Job Title: Receptionist and Site Administration Assistant

Reports to: Facilities and Site Manager

Location: Oak Hill College, Southgate, London N14 4PS

Date: September 2020

PURPOSE: To contribute effectively as a member of the Site Team in delivery of reception services and the administration of the Site.

ORGANISATION: The receptionist will be accountable to the Facilities and Site Manager but will need to liaise closely with the current receptionist.

PRINCIPLE RESPONSIBILITIES

Reception Services include but are not limited to

- welcoming visitors, tradesmen, guests, greeting them in person or on the telephone; answering and referring enquiries; contacting those to come to reception
- maintaining security by issuing visitor passes, updating the register
- receiving deliveries from Royal Mail/couriers throughout the day
- sorting and distributing incoming mail and notifying departments for deliveries
- managing outgoing mail and deliveries
- booking taxis for staff attending meetings at other premises
- processing point of sale transactions re student and accommodation services – laundry, printing, etc.
- processing overnight accommodation bookings for part-time students and student guests.
- maintaining the college calendar
- processing conference/meeting booking requests
- putting job vacancies onto the vle
- maintaining the meals database
- reporting income on regular basis to finance office
- creating ID cards
- scanning/printing/data entry and other basic administrative tasks for other departments as and when appropriate
- ordering stationery and photocopier supplies, including toner
- report photocopier issues to the IT Department and escalate to Digital Office when necessary.

Site administration support duties include but are not limited to:

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Oak Hill College, Chase Side, Southgate, London N14 4PS Tel 020 8449 0467

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- supporting the Head of Housekeeping, Building Manager, Kitchen Manager and Estate Manager with basic administrative duties
- supporting the work of the Facilities and Site Manager with a variety of administrative tasks such as meter reading, updating VLE pages, auditing tenancy and licence responses, key returns, compliance logs
- contributing to the weekly fire alarm testing
- liaising with the furniture moving team re room set up
- advising kitchen of meeting refreshment requests
- contributing to the updating of reception and site administration handbooks on a regular basis

HOURS: 09:00hrs to 17:00hrs **Thursdays and Fridays**, with the expectation that you will provide cover for the absence of colleagues when on Annual Leave.

START DATE: 03 September 2020

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

PERSON SPECIFICATION

Essential

You must

- be an excellent team player
- have great attention to detail
- have excellent communication skills
- always display a positive and can-do attitude
- display a professional and courteous attitude to all students, staff and visitors
- possess a good working knowledge of Microsoft Word & Excel,
- be confident in your ability to use Google email and calendar

Desirable

- The ability to be calm under pressure,
- Excellent organisational skills,
- Attention to detail and accuracy,
- Willingness to learn database system.

Notes for Applicants:

To apply, in the first instance please submit your CV and a covering letter to Isobel Waspe, Facilities and Site Manager at reception@oakhill.ac.uk Interviews are scheduled to take place on Thursday 20th August. If you are short listed for interview, you will be contacted via your email account you used to apply for this post, therefore please check your account regularly.