

Role profile –Part-time/Full time Receptionist,

- **Location:** Rochdale Borough
- **Salary:** Grade 3 - £26,427 to £26,847 pro rata
- **Hours:** part time -
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**
 - Discounted Gym membership
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)
 - Local government pension scheme.

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- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Neighbourhood based**

Overview - duties

As the first-person families and visitors see when they arrive, you'll play a vital role in creating a welcoming, inclusive environment for everyone who visits our Family Hub.

You will provide administrative support, using IT systems, to the neighbourhood team, family hubs and service to ensure the effective delivery of the service.

To ensure the maintenance of data integrity and confidentiality through adherence to relevant guidance and legislation.

Purpose - objectives

1. To be responsible for providing administrative support to the service in the locality area and providing reception duties in service buildings.
2. To work as a member of the locality team and support with admin duties where these are required to ensure the effective delivery of the service.

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Person specification

Assessed via Application Form

Skills, Experience & Knowledge

Experience of undertaking reception duties in buildings accessed by the general public, children and families

AF

Experience of administration duties and tasks to support teams.

AF

Experience of using IT systems and databases to support delivery of service.

AF

Knowledge and experience of implementing relevant health and safety procedures e.g. signing in processes for buildings, contractors visiting buildings

AF

Knowledge and experience in administering petty cash and implementing financial process

AF

Value

Be aware of and apply these values and associated behaviours -
Pioneering, Passionate & Proud

AF

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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience	How assessed
Experience inputting information into spreadsheets and databases and managing online documents and communications.	Assessment OR Interview
Adaptable, flexible positive problem solving approach to work.	Assessment OR Interview
Good written and verbal communication skills with a range of colleagues, partners and members of the public.	Assessment OR Interview
Good organisational skills and the ability to prioritise work and make effective use of time.	Assessment OR Interview

Knowledge	How assessed
Knowledge of data protection and confidentiality requirements and the ability to ensure these are implemented.	interview