

Post: Receptionist / Administrator
Grade: 4
Hours: 15 hours per week, 38 weeks per annum
9.00am – 2.00pm, 3 days per week
Responsible to: Centre Administrator
Post Objective: Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the ACE Centre

Key Tasks

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist visitors to the Centre including users of the Sunshine Health Suite and Family Services sessions

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers, as directed by the Centre Administrator
- Undertake routine financial administration e.g. collect and record fee income, processing of cash and cheques

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the centre
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required



Person Specification

Experience

- General clerical/administrative work

Qualifications / Training

- Induction/basic skills
- Good numeracy/literacy skills

Knowledge / Skills

- Good understanding and ability to use relevant technology e.g. photocopier
- Working knowledge of MS Office, essentially Excel, Word and Outlook
- Keyboard/computer skills
- Participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding administration roles and responsibilities and your own position within these

The ACE Centre Ltd is committed to safeguarding and promoting the welfare of all children. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The ACE Centre Ltd is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our community.