

Receptionist

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Company: Allen Associates

Location: Oxford

Category: management

An exciting opportunity has become available for a smiley, cheerful, well presented Receptionist to join our client's stunning educational setting. A key person of information and the face of the setting, you will ensure the day to day running of the reception area and the building's health and safety are maintained to an exceptional standard.

Receptionist Responsibilities

Reporting to an experienced and supportive manager, your responsibilities will include but are not limited to:

Welcoming and helping visitors, guests and members within a prompt and timely manner.

Signposting them to relevant departments and support resources.

Proactively foresee any potential issues and deal with them in accordance with policy & procedure, resolving any unforeseen situations in a calm manner.

Taking charge in a fire emergency in line with the fire safety policy in the absence of the Manager.

Creating a safe, tidy and clean environment, highlighting any potential risks to safety and welfare of all.

Carrying out security patrols and handling any security or behavioural issues in a confident, yet accurate and timely manner and submitting written incident reports in line with policy.

Assisting with the supervision of casual workers within the department, providing training where required.

Utilising the booking system to book visitors and guests into the college, issuing passes where necessary.

Supporting the Maintenance team to resolve maintenance issues.

Receptionist Rewards

As well as working welcoming team within a setting that has fantastic values you can also benefit from:

Training and development opportunities.

Free staff meals.

Transport schemes.

Wellbeing initiatives.

Staff social events.

The Company

Our client offers education services to domestic and international students.

Receptionist Experience

It is essential that you embody the following skills and qualities:

Proactive and flexible work ethic.

Excellent customer service skills – ideally you will have held front of house positions within an educational setting, hospitality industry, GP, dental or hospital settings, or within a front of house security role.

You are able to pre-empt people's needs, whilst organising and managing a varying busy workload.

A collaborative team player that can also act on their own initiative.

Excellent and adaptable verbal and written communication skills.

Educated to GCSE, NVQ 2 or equivalent level.

Proficient in the use of the Microsoft Office suite.

The following skills, experience and knowledge are not essential, but highly desirable for the success of this role:

Health and safety experience or qualifications.

Events organisation or management experience or qualifications.

Previous experience of working in an educational setting.

Location

OX1, Oxford

This is a full time, site based, permanent position all year round, working Monday - Sunday. The working hours will total to 40 hours per week, during a shift pattern of 3 days on and then 3 days off and the shift working hours will be 7am – 7pm.

Please note, there is no parking on site.

Your annual leave allowance is not applicable to scheduled bank holidays.

The client wishes to appoint the successful candidate as soon as possible and the interview process will consist of a 1 stage face to face interview at the site.

There will be a 6 month probationary period which is subject to your performance in role.

How to Apply for this Receptionist role

Please apply online with an up-to-date CV. Should you have any questions about your application please get in touch with Recruitment Consultant, Jade Lawrence,pr (phone number removed)

The successful candidate will be subject to an Enhanced Disclosure of criminal background check from the Disclosure and Barring Service (DBS) before their start date as well as other necessary pre-employment vetting checks and must have the right to work in the UK.

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