

Temporary Administrator

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Company: Pertemps Bond

Location: Hodnet

Category: other-general

Temporary Part Time Receptionist

Pertemps are currently recruiting for a Part Time Receptionist to join our clients' team based in Telford on a Temporary ongoing basis to start immediately.

You will play a pivotal role within the company, acting as the first point of contact for visitors as well as internal personnel. You will provide a high quality and professional service, as well as support with administration duties as required.

Hours: Mon & Tues 8:00am – 16:30pm with 30 minutes for lunch | 16 hours per week (worked over 2 days) | Term time + 5 PD Days per academic year.

Salary: £12.23 per hour.

PLEASE NOTE, A VALID DBS IS ESSENTIAL FOR THIS POST

Duties include *but not limited to:*

- Complete reception duties efficiently and to provide a professional positive welcome to all visitors, students, and staff.
- Issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding

protocols.

- Deal with enquiries by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, always maintaining confidentiality.
- Be responsible for incoming and out-going post by sorting and distribute external mail and parcels and franking outgoing mail.
- Take receipt of and sign for deliveries and parcels
- Maintain a neat and tidy reception area, ensuring school publications and other relevant information are readily available for visitors.
- Be the gate keeper and oversee the school's lost property.
- Provide general admin support to the school, e.g., photocopying, filing, faxing, completing standard forms, and responding to routine correspondence.
- Provide general administration duties as directed by the HR Manager/PA to the Principal
- Deal with any internal and external communication of information appropriately
- Provide word processing, spreadsheet production, record keeping and filing as required.
- Produce, print, and circulate documents and reports as required.
- Maintain manual and computerised records/management information systems.
- Regularly review processes and look for opportunities to become more efficient.
- Provide reception cover on the other 3 days for staff absences when needed.
- Provide support for colleagues within the reprographics/admin team during peak periods and short-term absence.
- Other relevant duties as may be reasonably requested by the Principal or the HR Manager.

Ideal Candidate:

- Experience of working in a busy reception environment
- Pleasant, courteous, and confident telephone manner
- Experience of working within administration
- Excellent communication (both verbal and written)
- Ability to work under pressure, meet deadlines and organise/manage own workload.
- Good standard of general education including numeracy, literacy, and ICT skills.
- Efficient administration and good organisation skills
- IT Proficient including Microsoft office, word processing, spreadsheets, emails etc.
- Understanding of the importance of and ability to work with due regard to confidentiality, data

protection, always safeguarding and equality.

- Self-motivated and ability to work on your own and constructively as part of a team.

If you are interested in this vacancy, please click **APPLY**. Alternatively, you can send your CV to taylor.butterfield@pertemps.co.uk.

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