

JOB DESCRIPTION

Job Title:	Receptionist/Administration Assistant (2 days a week – Fixed term for Maternity Cover)
Reports to:	Facilities and Site Manager
Working closely with:	Site Administrator, Event Organisers, and Furniture Moving Team
Location:	Oak Hill College, Southgate, N14 4PS

ABOUT OAK HILL

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches, and for other spheres of Christian service. Its validated academic programmes at undergraduate and postgraduate level are awarded and quality-assured by Middlesex University. Oak Hill College is independently owned by the Kingham Hill Trust.

Purpose of role

As a member of the Site Team contribute effectively in the delivery of reception services and administration of site activities.

Main duties/responsibilities

To undertake general day-to-day duties, including but not limited to:

- Welcoming visitors, tradesmen and guests, by greeting them, in person or on the telephone; answering or referring enquiries; contacting host to come to reception
- Maintaining security by following procedures; monitoring lock up rota and logbook; issuing visitor badges
- Sorting and distributing incoming mail and deliveries
- Managing outgoing mail and courier deliveries
- Booking Taxis for staff attending meetings
- Point of sale re student services
- Photocopying and administrative tasks for other departments and for lecturers, ie scanning for VLE (Library) and for AAT (Visiting Lecturer's marking)
- Room bookings for meetings/events on site
- Administration of internal events, such as School of Theology
- Liaison with external event/conference organisers
- Accommodation bookings (including both part-time students, student guests etc.)
- Stationery ordering
- Creation of ID cards
- Maintaining the College Calendar
- Putting job vacancies info on to VLE
- Maintaining Meals database
- Other reasonable tasks requested by Facilities & Site Manager

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

Hours

Two days (15 hours per week) by agreement, to compliment job share and cover for holidays/absence

Additional Requirements:

- Live within 20 minutes of Oak Hill by public transport
- Three references
- Enhanced DBS check and agreement with College Code of Practice
- Sympathy with the ethos and aims of the College

Remuneration Package:

- Salary details available on enquiry
- Annual leave will be 24 working days plus public holidays (pro-rated)
- Annual leave to be allocated over Christmas / New Year period

Knowledge Experience, Skills and Personal Attributes required for acceptable job performance.

Excellent verbal and written communication skills. professionalism, multitasking and organisational capabilities; knowledge of Google calendars and forms; Microsoft Office and database skills, ability and understanding to positively support the Christian ethos of the College, and a flexible approach to the demands of the role.

Notes for Applicants

To apply, in the first instance please submit your CV and a covering letter to Veronica Machin, HR & Safeguarding Manager at hr@oakhill.ac.uk. For details of remuneration and any other questions about the role, please contact Veronica by email. Closing date for applications: 29 March 2019.

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