

**THIS DOCUMENT IS NON CONTRACTUAL  
AND IS REVIEWED REGULARLY**



The Cheadle and Marple College Network

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**JOB DESCRIPTION – PART TIME RECEPTIONIST (SATURDAY)**

SUPPORT/CASUAL HOURLY PAY: RDHS14 - £8.86 per hour (inclusive of holiday pay)

**Primary Purpose**

To provide an efficient, effective and well presented Reception, Telephone and Information Service for the college

To be responsible to the Community Development Manager

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**Accountabilities**

- To provide a professional and efficient front line communications service
  - To forward messages to staff, clients and students using the most effective method within appropriate timescales
  - To receive all visitors and ensure that signing in procedures are adhered to
  - To assist staff, clients, students & visitors in ensuring all events run in a safe and efficient way
  - To provide information as appropriate on any college matter
  - To take fees and provide receipts for facility bookings
  - To sort and distribute incoming post
  
  - To promote and safeguard the welfare of any students with whom you come into contact
  - To be aware of your entitlement to professional development
  - To be aware of the college's health and safety policies and data protection legislation
  - To be aware of equal opportunities and to demonstrate these principles in all aspects of work
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**Additional Duties**

- To support the Community Development Manager with other duties as required
  - To act as booking office for any college production
  - To send and receive fax messages
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