

Post: Welcome Desk Receptionist
(Maternity Cover)

This is a fixed term post until April 2019.

Department: Membership Support Department

Responsible to: Finance Manager

Hours of Work: The normal hours of work will be Monday to Friday 9am to 5pm. The post holder may be required to be flexible to meet organisational need.

Pay: GS3, £17,628 per annum

Purpose: The role is focused on providing consistent and excellent support to the membership and visitors at the Welcome Desk. The role will also provide general administrative support throughout the Students' Association.

Job Description:

1. Welcome Desk

- a) Handle all telephone, online or face to face enquiries promptly, courteously and efficiently, and re-direct appropriately by establishing the nature of the enquiry.
- b) Build and maintain a current, working knowledge of Students' Association policies, procedures, systems and developments, as well as general information, in order to be able to provide members and visitors with information as required.
- c) To support finance and HR administration, including processing paperwork.
- d) To carry out a range of administration tasks, as required, supporting all functions of the Students' Association, in particular the Senior Management Team.
- e) To manage feedback received from the membership and seek to respond to membership feedback.
- f) Maintain the Welcome Desk and surrounding area to ensure an impressive, professional but welcoming appearance, including the plasma screens and Pool Tables.
- g) To collect, distribute and post the mail and to manage any fax protocols.

- h) To co-ordinate the Students' Association Room Booking System.
- i) To process and maintain memberships.
- j) To receive payments from students for memberships and ticket sales and the management of the petty cash.
- k) To promote and issue NUS Extra Cards and other merchandise to members and manage stock control systems.
- l) To receive goods and direct to correct office.
- m) To manage the Students' Association recycling systems, ensuring the regular uplift of recycling bins when full.
- n) To order stationery, as and when required.
- o) To take minutes for meetings, as and when required.

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Students' Association such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Finance Manager or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.

- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Finance Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

Glasgow Caledonian University Students' Association is a registered Scottish charity, number SC022887

Person Specification: Welcome Desk Receptionist	E	D	Tested By
QUALIFICATIONS			
Good numerical and literacy skills to Standard Grade or equivalent	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
A minimum of two years' experience in an administrative/reception role	✓		AF/I
Experience of undertaking a range of administrative duties, including data processing	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF
Cash Handling Experience	✓		AF/I
Experience in providing effective customer facing service	✓		AF/I
Experience of working in a discreet and sensitive manner and understanding the need for confidentiality	✓		AF/I
Experience of using card payment terminal machines		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form
I Interview
T Test
E Evidence
P Presentation

Revised: April 2018