



## Receptionist Canolfan Gerdd William Mathias

Part time posts working during school term, approx. 39 weeks a year and answerable to the Director.

Contract of 10 hours per week (term time only) with the possibility of additional hours occasionally.

Salary: £8.21 an hour

The receptionist will be expected to work two shifts a week.

The usual shifts are 4:00-9:00pm on Monday, Tuesday, Wednesday, Thursday and Friday evenings and 9:00am-2:00pm on Saturdays. However, the times can vary.

Place of work: CGWM Galeri Caernarfon. You might occasionally be required to work from other locations where CGWM events are held (mileage will be paid for travel which is additional to the usual commute).

### **Duties:**

- Welcome tutors, students and parents to the Centre and deal with any enquiries.
- Prepare the teaching rooms for the lessons ensuring that they are all tidy and in order at the end of a shift.
- Act as main point of contact for students, tutors and parents during the shift.
- Deal with any messages or queries that arise during the shift.
- Transfer messages efficiently to the Director and Administrator
- Arrange tuition and workshop timetables
- Collaborate with other reception staff to ensure the smooth running of all CGWM activities.
- Take payments and prepare invoices and balance payment records at the end of a shift.
- Supervise workshops and classes when required.
- Prepare posters and forms for CGWM activities
- Complete registers for lessons and activities.
- Assist with preparation of statistics on CGWM's work
- Adhere to all CGWM policies and code of conduct.
- Willingness to assist with any other administrative duties that are required in discussion with the Director and Administrator.
- The successful candidate(s) will need to attend a one-day emergency first aid at work training course and be prepared to provide emergency first aid if required.

**Personal specification:**

- Excellent interpersonal skills
- The ability to communicate fluently in Welsh and English on paper and verbally.
- Strong literacy, numeracy and IT skills.
- The ability to work flexibly, independently and as part of a team.
- Previous experience of working with the public is desirable.

As this post involves working with children and vulnerable adults, successful candidates will need to obtain a satisfactory DBS check through CGWM and complete safeguarding of children and adults at risk training.

We operate an Equality and Diversity policy. In line with our policy our aim is to ensure that no applicant or employee is treated less favourably due to Age, disability, race, sex, sexual orientation, gender reassignment, marital / civil partnership status, pregnancy and maternity, religion or beliefs.

**Data Protection:**

We will treat any personal data applicants share with us with respect. It will be necessary for us to process personal data relating to those who apply for job vacancies to enable us to carry out the recruitment process. The personal data provided during an application process will be retained by us for at least six months or, if required by law, as long as is required. More information about how we handle personal data can be found in our privacy policy on our website <https://www.cgwm.org.uk/en/policies>

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of personal data relating to employees.