**Part-Time Receptionist (**would suit childcare commitments)

**Location**: Uppingham, LE15 9QD

**Salary**: £10.42 per hour

**Working hours** (average 22 hours per week):

* Monday, Thursday and Friday: 6.45am to 2.15pm
* Saturdays: 7.45am to 4.15pm (term time) and 2.15pm finish during holidays

We have an exciting opportunity for a customer focused and experienced administrator who can play a key role managing the reception within our first-class sports centre.

As a receptionist, you will need to provide all visitors to Uppingham School Sports Centre with a friendly and positive experience through delivering effective customer service and maintaining efficiency and accuracy with booking information, cash reconciliation and general administrative duties.

Specifically, this will include, but not be limited to:

* Dealing with all enquiries in a timely and efficient manner.
* Actively encouraging and promoting membership of the Sports Centre (under the guidance of the Front of House Manager)
* Promoting activity schemes and current sale offers.
* Typing and filing as appropriate.
* Signing in and out all contractors and guest visitors.

If you are well organised, IT literate, experienced in a sales environment and have a wide variety of communication skills and the ability to deal with people at all levels we would be delighted to hear from you.

In return we can provide a variety of benefits and the opportunity to work in one of the leading schools in the UK.

Uppingham School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.

You may have a background of the following: front desk agent, front desk attendant, front office representative, Front of House, switch board operator, switchboard operator etc.

**Closing date: 11th April 2023**

**Interviews: 13th April 2023**