

Evening Receptionist / Security Vacancy

Job Advertisement

Merseyside Play Action Council has an immediate vacancy for a part time Evening Receptionist/ Security member of staff. Some weekend working may be necessary.

The main purpose of this role within the organisation is to provide assistance to service users, visitors to the building and staff for the evening activities taking place on the premises in the evenings (occasional weekend working may be necessary with notice provided).

Duties will include;

- Signing people in and out of the building
- Signposting visitors to their user group location within the building
- Monitoring the CCTV system
- Ensuring all people have left the building
- Closing the building and setting the security alarm system

The post is for 25 hours per week and normal working hours will be from 4pm to 9pm Monday – Friday. The hourly rate will be £12.50 per hour paid monthly on 22nd day of each month by Bacs.

The closing date is 5pm Friday 6th May 2022

An application pack with a job description is available on request from anne.hughes@merseyplay.com

JOB DESCRIPTION

Job Title:	Evening Receptionist / Security
Hours of Work:	25 Hours per week
Rate of Pay:	£17,875 per annum - Monthly Salaried
Employed By:	Merseyside Play Action Council (MPAC)
Responsible To:	General Manager in the first instance but ultimately to the Board of Trustees
Location:	Normally but not exclusively 1-27 Bridport Street, Liverpool, L3 5QF

Details of Post:

The post holder will be the first point of contact for MPAC's customers and members in person and by telephone.

The post holder will have evening responsibility for the Health & Safety requirements of the organisation and will be responsible for reporting identified repairs or maintenance issues.

The main purpose of this role within the organisation is to provide services for the evening user groups that use the premises in the evenings and be prepared to undertake occasional weekend working;

- Signing people in and out of the building
- Signposting visitors to their user group location within the building
- Ensuring all people have left the building
- Closing the building and setting the security alarm system

The post holder needs to be friendly, assertive and non-judgmental in their approach to all tasks. MPAC operates to high standards for all of its policies and practices including Inclusion Policy, Equal Opportunities and Health and Safety in the Workplace. The ideal candidate should be prepared to undertake the necessary training if they have not already done so.

Main Duties:

- Monitoring the entrance
- Provide assistance to people entering the building
- Ensuring Fire Regulation signing in and out of the building for all visitors
- Regular patrols of the building
- Monitoring the CCTV surveillance equipment to ensure no-one is in closed off areas of the building

- Permitting or prohibiting entry of people who may have no reason to be on site
- Understand, and immediately put into effect, the emergency procedures should someone gain access to the building and cause conflict with staff or user groups
- Prevent vandalism, investigate and report suspicious occurrences, thefts and criminal behaviour
- Secure all windows, internal doors and building exits
- Respond to any alarms triggered within the building
- Fire Marshall the users if an emergency should arise

The ideal candidate will be someone who can work on their own initiative and be a critical thinker with practical problem solving skills. The role will include some report writing.

The person will be required to have an understanding of Health & Safety in the Workplace and be prepared to undertake any additional training as deemed necessary for the role.

Due to the fluidity of the organisation it may be necessary to undertake any other duties consistent with the nature of the post as required by the General Manager or Board of Trustees.

Necessary Experience:

- Night receptionist, security or similar role.
- Front of House experience within the public sector.
- Operational experience/knowledge in a Health & Safety field or significant background of similar role.

Key Competencies:

- Basic report writing. Attention to detail and accuracy.
- Ability to problem solve, plan and prioritise own workload and work on own initiative.
- Ideal candidate must be a critical thinker who understands when to raise concerns if the situation dictates.
- Flexibility and adaptability to MPAC's varied annual calendar, undertaking tasks not always listed in Job Description.
- Excellent communication skills and polite business-like professional manner. Great interpersonal and team working skills. Ability to support others as and when needed.

Training and Staff Development:

- The post holder will participate fully in MPAC'S staff development policy. Service training needs will be made available to the post holder.

Support:

- Support systems are in place for advice and guidance through monthly staff meetings, quarterly supervisions and annual appraisals.

Post Review:

- If regular tasks not listed on the Job Description were to become regular duties then a review of the Job Description could become necessary in the future.
- This Job Description has been produced in light of the organisations current needs and it will be subject to periodic review and development. This process will normally be undertaken annually by the Personnel Sub-Committee of the Board of Trustees in conjunction with the post holder.