**Job Description - Receptionist**

**Responsible to:** Registered Manager/Line Manager

**Purpose of post:** To provide an administrative service for the Registered Manager & team.

## Principal Responsibilities

* Collation of all information required for Staff personal records
* General filing, photocopying and organizations of systems.
* Take and circulate minutes of meetings
* Deal with general correspondence and administrative matters as necessary
* Prepare resident, staff information packs and assist with room information packs being kept up to date.
* Prepare notices of events and newsletter.
* Deal with telephone queries as necessary
* Attend discussions/meetings/trainings organised by the home and/or Head Office.
* Assist bookeeper and training co-coordinator with administrative tasks, specific to their roles.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

Post Holders Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Managers Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed \_\_\_\_\_\_\_\_\_\_\_\_\_