

## Weekend Receptionist/Activities Coordinator

This position will cover both the reception and the activities role within the home, this is a great opportunity for an individual to experience the variety this combined role can offer and to make it their own.

Hours: Saturday and Sunday 8.30am – 4.30pm

Hourly Rate: £11.10 - £11.85

For the receptionist role duties will include answering and directing all telephone calls in a professional and helpful manner and being the first point of contact for all residents and visitors. Along with all general reception and administrative duties.

You will possess excellent telephone and customer service skills, a strong work ethic and first-rate communication skills, both written and oral.

For the Activities role, you should be self-motivated, creative, organised and committed to enhancing the quality of life of our residents by providing a wide range of activities such as exercise sessions, crafts, themed events and many more. Ideally you will be able to drive to enable you to accompany residents on trips, but we will consider non drivers.

If you are an enthusiastic, caring and warm individual, with a professional and confident personality then this role could be for you!

If you are interested in this position and feel you have what it takes to be part of our quality service, we would very much like to hear from you.

Our benefits:

- A competitive rate of pay plus excellent enhancements for overtime.
- Comprehensive induction training to care certificate standard
- Opportunity to undertake diploma qualifications and further studies
- Paid holiday, plus statutory days.
- On the job support plus ongoing training and development
- Cash reward for introducing friends or family to work for us.
- The benefits of working for a family run business where your contribution is truly valued.
- A beautiful and pleasant working environment.
- Free DBS / background checks, free parking, and free uniform plus subsidised meals.

We reserve the right to close adverts before the published closing date due to high volumes of applications received or extenuating circumstances. If you have not heard from us within 4 weeks from your submitting your application, please assume that you have not been successful on this occasion.