



Communities where children
& young people **thrive!**

Receptionist/Admin Assistant

Supply - To work on an 'as and when required basis'

We are looking to recruit a **Supply Receptionist/Admin Assistant** to join our team. Working at our Head Office taking calls and greeting visitors, while delivering a high standard of customer service.

Requirements for this post:

- You must be competent in using Microsoft office packages such as; Word, Excel & PowerPoint
- Have experience of working in a busy office environment and operating a switch board
- Confident and polite telephone manner
- Previous experience of working in a childcare or social care environment would be advantageous but not essential
- Flexible to work between the hours 7.30am – 6pm as required, Monday – Friday

Immediate start available subject to enhanced DBS and references.

For an application form please contact

Matthew on 01482 221425 – or E-mail: matthew.thomson@childdynamix.co.uk

Or you can download an application from our website: www.childdynamix.co.uk

Child Dynamix is an equal opportunities employer.

All posts are Subject to receipt of a satisfactory enhanced DBS check and references

Child Dynamix is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

