

Middleton Hall have a fantastic opportunity for a receptionist to join us.

We're a friendly community set within 45 acres of stunning grounds and we welcome applications from those who share our values and wish to be part of something special - helping our residents live their lives to the full.

The Opportunity:

- Permanent contract
- 1 x 16 hours per week (2 shifts per week)
- Flexibility to work across a 7-day rota
- £12.80 per hour
- Working as part of a wider team

The Role:

- Work as part of the wider Reception team, confidently and courteously managing a variety of enquiries, from a variety of people, either face-face, over the phone or via email – all handled in an efficient and timely manner.
- Support all care and non-care services across the whole of Middleton Hall.
- Operate and maintain many office related systems, diaries and processes – providing a high standard of business support.
- Support event and ancillary bookings – managing data and processing payments via PDQ machines.
- Organise day-day post, laundry, hairdressing and health & Wellbeing booking requests.

About our Reception service:

A close-knit team providing outstanding customer Service to all our residents, visitors and Co-owners

Providing a warm and friendly welcome to Middleton Hall will come naturally to you – It's the small things that make the biggest difference.



To apply please send us your CV (and covering letter) or download and complete our [application form](#) returning either to recruitment@mhrv.co.uk

We are committed to safeguarding and promoting the welfare of our residents. We expect all co-owners and volunteers to share this commitment and an enhanced disclosure & barring service check (DBS) will be sought.