



RECEPTIONIST

GRADE 4, Salary: £23,500 – £23,893 (pro rata)

Part Time – Monday and Tuesday – 14.48 hours/week

Post Number: NU417

The above permanent vacancy has arisen within the Business Support Department of the South Wales Fire and Rescue Service Headquarters based at Forest View Business Park, Llantrisant.

The successful candidate will be responsible for the provision of an efficient and customer focused reception, switchboard and mail service, as well as providing administrative support within the Business Support Administration Team.

It is **essential** that the successful candidate is able to work equally through the medium of Welsh and English and to be able to achieve this should have a GCSE qualification in Welsh First Language or SYLFAEN (WJEC), or be able to exhibit an equivalent level of skill in the Welsh Language.

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: personnel@southwales-fire.gov.uk Please be aware the e-recruitment system will notify all applicants of results via email address provided at application; please ensure you check all mail folders regularly.

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

Closing date for the receipt of application forms is **12:00pm on 4th April 2024**.

All documentation is available in both Welsh and English, and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

South Wales Fire & Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

