

Recruitment Opportunity

Receptionist / Administration Assistant

The Young Person's Advisory Service (YPAS) is a leading provider of mental health services for children and young people (CYP). Our mission is to support their emotional well-being and mental health through a range of innovative and accessible services. We are committed to creating a safe, inclusive, and supportive environment where CYP can thrive.

YPAS is seeking a friendly, organised, and efficient Receptionist/Administration Assistant to join our team. The successful candidate will play a crucial role in ensuring the smooth operation of our administrative functions, providing a warm and welcoming atmosphere for children, young people, and their families.

Why Join YPAS?

- Be part of a passionate team dedicated to making a positive impact on children and young people's lives.
- Opportunities for professional development and career growth.
- A supportive and collaborative work environment.

Post	Receptionist / Administration Assistant
Salary	NJC: Scale 1 SCP 2-4 (£24,413 - £25,185)
Contract	Permanent
Hours	35 hours per week (including two evenings until 8pm)
Closing and SL Date	Friday 19/09/2025 (10am)
Interview Date	Wednesday 24/09/2025

For an application pack please email recruitment@ypas.org.uk quoting reference #AD0925

*We aim for quality services and equal opportunities for all
YPAS is committed to Safeguarding and promoting the welfare of children, young people and families and
expects all staff to share in this commitment.*