

Hello Everyone

My Name is Rory
O'Neill

I am going to talk to
all of you lovely
people about my Job
at Brightways.



For those of you that don't know, Brightways is based at Catmose College, Huntsman's Drive in Oakham.

It is a day opportunities service for adults with Learning Disabilities.



I work on the
main reception
desk

I work from 1:30
until 3pm on a
Monday and
Friday



I do jobs such as answering the phone and taking messages.

I pass on these messages to the staff team in the main offices.



I do tasks such as putting letters into envelopes and filing .

I also do some shredding to clear the paperwork.



I operate the main door, this works by using a remote control to open. I also remind everyone to sign in and out.



I have to wear my staff Rutland County Council ID badge, this is so everyone knows who I am working for.

I do not get too busy with phone calls but I do keep busy with shredding and filing.



If I am asked on the phone for someone that is not available. I go to the office and ask the staff.

I get help from Gina and Andre and other staff, if I need it.



Has anyone got any questions they would like to ask me about?

Thank you very
much for
listening to me
talking about my
Job.