



Office Administrator & PA

Start date: ASAP

Role type: Administration

Pay scale: £28,000-£38,000

About the role

Redbourn Park is a school for children with complex SEN needs. Primarily this is autism but a typical child will have a range of other complex and additional needs that impact on their ability to engage, flourish or at times, even attend.

We opened in 2021 with 3 students and now have 20 with a 40+ waiting list. Our aspirations are to grow quickly, helping as many families as we can, but also ensuring we maintain quality and our values as we do.

We have grown quickly, and with a third site on the horizon, we have realised the need for these responsibilities to form a full time to enable best practice.

Job description (summary)

We are seeking a highly organised, proactive, and detail-oriented individual to join our team as the Office Administrator and PA to the CEO.

In this pivotal role, you will be responsible for providing comprehensive administrative support, ensuring the efficient and effective operation of the office, and serving as a trusted partner to the CEO and Operations Manager.

Person specification

The ideal candidate will be a highly organised and proactive individual with proven experience as an Office Administrator or Personal Assistant, ideally in a fast-paced environment, demonstrating exceptional organisational and time-management skills to effectively manage tasks and meet deadlines while providing comprehensive administrative support and PA duties to the CEO and support to the Operations Manager. They will possess strong written and verbal communication skills with meticulous attention to detail, exhibiting discretion with confidential information and strong interpersonal and problem-solving skills within our vibrant special school setting.

Key Responsibilities

1. Office Administration

The primary role involves being the initial point of contact, managing all forms of communication, maintaining office functionality through supply and equipment management, and overseeing correspondence and filing systems. This also includes preparing documents, assisting with event coordination, liaising with external parties for maintenance, supporting financial administration, and contributing to the development of office policies and procedures.

2. PA to CEO

Providing comprehensive administrative support to the CEO, encompassing meticulous diary management, including scheduling and resolving conflicts, and acting as a gatekeeper by screening communications and visitors. Responsibilities also involve preparing the CEO for meetings through agenda creation, material gathering, and research, as well as attending meetings, recording minutes, and tracking action items. Furthermore, the role includes drafting correspondence, reports, and presentations, managing confidential information discreetly, and assisting with personal tasks as needed.

3. Support to Operations Manager

Offering administrative support to the Business and Operations Manager across various functions. This includes assisting with financial administration tasks like invoice processing, budget tracking, and report preparation, as well as supporting HR duties such as recruitment, onboarding, and record maintenance. The role encompasses aiding in contract and agreement management and providing support to the Business Manager in the execution of organisational projects and initiatives.

4. Qualifications and Experience

Proven experience as an Office Administrator or Personal Assistant, ideally within a fast-paced setting, demonstrating exceptional organisational and time-management abilities to effectively prioritise and meet deadlines. Strong written and verbal communication skills, coupled with meticulous attention to detail and proficiency in Google workspace, are essential. The ideal candidate should be capable of working both independently and collaboratively, exhibiting a proactive and flexible attitude, and possess the discretion to handle confidential information with sensitivity.

5. Skills and Attributes:

Exceptional communication skills, both written and verbal, coupled with strong organisational prowess to manage multiple tasks, prioritise effectively, and meet deadlines. A proactive individual who can take initiative and ownership, demonstrating a high level of accuracy and attention to detail. Excellent interpersonal skills. The ability to handle sensitive information with discretion is paramount. Adaptability to changing priorities, strong problem-solving skills, and excellent IT proficiency in the Google workspace.

7. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and other relevant safeguarding checks in accordance with our policy.