



PA to the Director of Education

Job Description & Person Specification

BeyondAutism

August 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- The PA to the Director of Education is responsible for acting as the first line of contact for the Director of Education, his diary management, the maintenance of administrative systems, and for general secretarial and administrative duties.
- Key to the smooth running of our education services, the role also involves liaison with the administrative team in the services and the charity.
- The role will require dealing with highly confidential matters with tact and diplomacy.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Main duties

- To act as first line contact for the Director of Education, ensuring telephone callers, visitors and staff receive a professional response and are dealt with by the appropriate person
- To communicate and liaise with staff, parents, governors, trustees, members of the local community and other external parties as appropriate, developing positive and courteous relationships with all
- To manage the Director of Education’s diary with confidence and organise his day-to-day commitments
- To manage all incoming and outgoing correspondence to and from the Director of Education, including drafting letters and emails
- To assist the Director of Education by dealing with all administrative functions, anticipating and scheduling meetings, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running
- To support and contribute to the charity’s responsibility for safeguarding learners, showing absolute confidentiality and discretion at all times
- To cover routine events or emergencies with equilibrium and confidence. The ability to keep calm in any situation and to deal with anyone who may be upset or emotional will be an asset
- Assisting in co-ordinating arrangements for service or charity-wide events, including sending out invitations and collation of replies
- To work closely with other members of the office and administration team, supporting their work, attending meetings and covering for absent colleagues as required
- To undertake training and development relevant to the post and in line with the charity’s priorities
- Undertake any other duties as may be reasonably required by the Director of Education

What you will bring to the role

Essential	Desirable
<ul style="list-style-type: none"> • Previous experience of successfully supporting a senior manager • Excellent interpersonal and communications skills with the ability to remain calm under pressure • Excellent organisational and administrative skills, with high attention to detail • Able to work flexibly and to tight deadlines • A proactive approach to planning and prioritising work, with the ability to use initiative appropriately • Able to maintain a high work rate and to juggle a range of tasks and competing priorities • Ensure that confidential and sensitive issues are dealt with in an appropriate manner • Knowledge of office management process and databases. Excellent IT skills e.g. confident and adept in use of Microsoft 365 • Excellent command of written and spoken English, strong proofreading skills • Good telephone manner and ability to deal with callers and visitors in a calm and courteous way • A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality • Honesty, energy, enthusiasm, cheerfulness and a sense of humour • A willingness to contribute to and support charity events and activities • An enjoyment of working with and being in the company of children and young adults 	<ul style="list-style-type: none"> • Previous experience of working in an educational setting

Job information

SALARY SCALE:	£26,520 - £30,745
HOURS:	37.5 hours per week. Occasionally there may be evening meetings or events outside normal hours.
ACCOUNTABLE TO:	Director of Education Services
LOCATION(S):	Hybrid role with working at the charity office (140 Woking Close, SW15 5LD) and other BeyondAutism services across London
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	If you're interested in applying for the role, please send your CV and covering letter detailing how you meet the person specification and your interest to recruitment@beyondautism.org.uk . If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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020 3031 9705
recruitment@beyondautism.org.uk
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How to follow us



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