

Personal Assistant and Receptionist

Job Description and Person Specification

November 2026

Salary	Hours	Location	Closing date
£27,323 - £29,269	**37.5 hours a week**	**Tram House Sixth Form, SW15 5LD**	**1 December 2026**

BeyondAutism

beyondautism.org.uk
Registered Charity No. 1082599

About BeyondAutism

Our vision

A world where every autistic learner belongs, succeeds and shapes their own future.

Our mission

To ensure every autistic child and young adult accesses the education and support they need to belong, succeed, and lead lives full of opportunity, choice and independence.

Founded by parents in 2000, we provide a continuum of support from Early Years through Post-19, alongside outreach, training, and our pioneering BeyondAutism Fast Responder service. We combine direct education for children with the most complex needs with national training, resources, and policy influence – creating a blueprint for inclusion that can be scaled across the country.

At the heart of our approach is a deep understanding of behaviour – recognising it as communication and as a reflection of environment and need. Too often, scientific principles have been misapplied in ways that prioritise compliance over the individual's voice. We reject any practice that seeks to suppress identity; instead, we celebrate individuality and apply behaviour analysis in a positive, ethical, and person-centred way – supporting choice, independence, and outcomes that enhance quality of life.

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 understanding 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

To provide senior administrative and personal assistant support to the Heads of School, ensuring the effective and efficient day-to-day operation of the Executive Leadership Team (ELT).

The role involves delivering a comprehensive range of secretarial, administrative and organisational support to the Heads of School and their Senior Leadership Teams, as well as line managing the school's Administrators and Receptionists.

There may also be occasions when administrative support is required by members of BeyondAutism's Charity Senior Management Team.

Roles and responsibilities

Main duties and responsibilities

- Provide a first point of contact for staff, trustees, governors, local authorities and families seeking the Heads of School or Senior Leadership Teams.
- Manage diaries, travel, meeting papers and correspondence; prioritise post and calls, handle email securely and maintain effective records.
- Coordinate weekly and fortnightly meetings, take accurate notes and follow up agreed actions.
- Support daily priorities and special events, oversee the administrative team's completion of tasks and organise your workload with minimal supervision.
- Maintain confidentiality and respond sensitively to pupils and parents.
- Monitor spending and budgets through Xero, oversee the administrative teams and work closely with central finance.
- Provide reception cover when administrators or receptionists are absent.

Other duties

- Handle complex enquiries and challenging visitors; provide administrative support, including document preparation, filing, photocopying and minutes.
- Keep teaching staff informed of daily arrangements, coordinate the Jack Petchey scheme and undertake project or research work as required.

- Support the Designated Safeguarding Team with secure records of safeguarding and child protection concerns.
- Organise Child Protection Supervision meetings, circulate accurate minutes promptly and follow up actions.
- Liaise with local authorities, agencies, families and the community; complete the annual schools' census by the required deadline and ensure school inbox messages reach the right people and are actioned.
- Follow school policies on safeguarding, child protection, equality and diversity, health and safety, behaviour and data protection.
- Report concerns to the Senior Leadership Teams or Designated Safeguarding Lead.
- Attend required meetings, training and occasional evening school or fundraising events, and take responsibility for professional development.

Human resources

- Support HR administration for internal and external recruitment: coordinate recruitment plans with the Heads of School, maintain candidate and vacancy records, and provide HR with the information needed to keep the SCR compliant.

Organising events and trips

- Coordinate trips, visits and parent/carer communications with class teams. Work with the Heads of School on on-site activities, such as vaccinations and school photography, and maintain the school calendar and annual planner with the Senior Leadership Team.

Reception support

- Welcome, sign in and direct pupils, parents and visitors; operate the switchboard, transfer calls and pass on messages.
- Liaise with the Senior Leadership Team to ensure reception cover across both school sites.

Additional training provided

- In addition to on-the-job training, complete basic in-house behaviour analysis training and training for the First Aid Officer and Fire Warden roles.

General responsibilities

- Understand and implement BeyondAutism and BeyondAutism Schools' policies, safeguard young people and vulnerable adults, and meet data protection and confidentiality requirements.
- Complete required training and additional tasks assigned by the Schools' Senior Leadership Team.

Person specification

	Essential	Desirable
Education and qualifications	• Good standard of general education, including English and Mathematics.	• Recognised administration or secretarial qualification.
Knowledge, experience and technical skills	• Experience in a PA, EA or senior administrative role. • Experience supporting senior leaders and managing complex diaries and meetings. • Strong IT skills, including Microsoft Office. • Excellent written and verbal communication skills. • Experience handling confidential and sensitive information. • Experience managing competing priorities and workloads.	• Experience within an education or charity setting. • Experience supporting an Executive or Senior Leadership Team. • Experience using school management systems or databases. • Experience preparing minutes, reports and presentations. • Knowledge of GDPR and safeguarding. • Experience of line managing or supervising staff.
Personal attributes	• Highly organised, proactive and able to use initiative. • Excellent attention to detail and accuracy. • Professional, approachable and able to build positive working relationships. • Able to work independently, adapt to changing priorities and remain calm under pressure. • Discreet, trustworthy and committed to confidentiality. • Committed to the values and ethos of BeyondAutism.	

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, 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.

Job information

SALARY SCALE:	£27,323 - £29,269
CONTRACT TYPE:	Full time
HOURS:	37.5 hours a week. Monday to Friday 8.30am to 4:30 with 30 minutes lunch. You may also be required to stay later to manage parent/teacher evenings, or oversee a school or fundraising event.
HOLIDAYS:	25 days, to be taken during service holidays, plus bank holidays
LINE MANAGER:	Head of Sixth Form
LOCATION(S):	**Tram House Sixth Form**, 140 Woking Close, London, SW15 5LD
PROBATIONARY PERIOD:	6 months
CLOSING DATE:	1 December 2026
HOW TO APPLY:	Please send your CV and covering letter to **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.