



Position: ADMINISTRATOR

Location: Buckingham (with the need to travel to our Middle Claydon nursery)

Salary: Up to £26,000 FTE dependent on experience (prorated for exact hours worked)

Hours: Part time (32 hours) term time only
(39 weeks in line with Buckinghamshire term dates)

Benefits: Excellent pension scheme, Employee Assistance Program, Flexible work arrangements where feasible.

Autism Early Support Trust Ltd*("AES") is a children's charity established in Buckinghamshire in 2001. We offer early support and specialist education to autistic children and children with sensory, communication and interaction differences. We also provide support and guidance to their families.

We believe every child should have an equitable chance at being able to communicate their needs, feel understood and learn alongside their peers with acceptance and support.

We work alongside parents and practitioners to help give every child the foundations and support they need for the next stage of their development and education. If we can enable children to feel safe and supported they have the best chance to flourish.

*AES was formerly known as the Puzzle Centre.

We need an experienced and compassionate administrator.

This varied role is central to the smooth running of our outreach services. You will work alongside our outreach team, leading on all of the administration duties behind the delivery of our programmes and services. We're looking for a candidate who can bring:

- **Excellent customer service skills and the passion to make a difference to the families we support**
- **Efficiency and great organisation skills with experience of managing a varied workload**
- **Experience in using a CRM system and MS Office 365**
- **Great interpersonal and communication skills**

If you are interested, visit: <https://autismearlysupport.org.uk/join-our-team/> for a full job description and details of how to apply.

Closing date for applications: Wednesday 22nd May 2024. (Interviews w/c 27/5/24)

Phone: 0300 102 4462

www.autismearlysupport.org.uk

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