



JOB DESCRIPTION

JOB TITLE:	Access to Work Admin Aide – Autism & ADHD Support
LOCATION:	Hybrid – Office-based and Remote (Finchley Central, Barnet)
HOURS :	20 hours per week over 4 days
SALARY:	£14.99 ph
CONTRACT TYPE:	Freelance/Self-employed therefore responsible for own tax and NI

Purpose of the Role:

To provide tailored, one-to-one admin support to an autistic and ADHD employee, helping them manage their workload, navigate workplace systems, and maintain wellbeing. The aide will work both remotely and in-office, offering practical, emotional, and administrative support to ensure the employee can thrive in their role.

Key Responsibilities:

- Support with task organisation, prioritisation, and time management.
- Help structure the employee's week and keep them on task.
- Act as a short-term memory aid, helping track tasks, deadlines, and follow-ups.
- Record and summarise client meetings accurately and confidentially.
- Be comfortable hearing and handling sensitive information, including client trauma.
- Carry out research tasks as directed by the employee.
- Assist with using Microsoft Office, Teams, and learning the organisation's CRM system.
- Provide clear communication and help interpret instructions or workplace expectations.
- Maintain confidentiality and a non-judgmental, empathetic approach.
- Help manage transitions between tasks and environments (remote/in-office).
- Liaise with managers or HR when needed to support reasonable adjustments.
- Encourage and support self-advocacy and independence.

Support & Training:

On the job training in neurodiversity awareness

The role is funded through the Access to Work programme and may involve collaboration with other support professionals