



PERSON SPECIFICATION

Job Title: Access to Work Admin Aide – Autism & ADHD Support
Location: Hybrid – Office-based and Remote (Finchley Central, Barnet)

POST REQUIREMENTS/CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION FORM/ INTERVIEW/TEST
EXPERIENCE RELEVANT TO POST	E	Reliable, flexible, with excellent timekeeping and attendance	A/I
	E	Strong communication and administrative skills	A/I
	E	Willingness to learn and understand autism and ADHD	A/I
	E	Respectful of confidentiality and boundaries	A/I
	E	Non-judgmental and empathetic approach	A/I
	E	Comfortable working with emotionally sensitive material	A/I
	D	Experience supporting neurodivergent individuals	A/I
	D	Ability to adapt communication style to individual needs	A/I

SKILLS & ABILITIES/SPECIAL APTITUDES	D	Familiarity with Access to Work processes	A/I
	D	Experience with CRM systems or willingness to learn	A/I
	E	Proficient in Microsoft Office and Teams	A/I

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.

The information on this form will be the basis on which applications will be short listed. All applicants with a disability who meet the essential criteria to be short listed/invited for interview.