



Job Description

Executive Support Administrator

Line Manager: CEO

Line Reports: None

Business Support Team

Job Purpose

The Executive Support Administrator provides essential day-to-day administrative support to the Chief Executive Officer (CEO) and wider team across a range of business functions, including HR, office coordination, and general operations. This role is ideal for someone with strong organisational skills, attention to detail, and an interest in building experience in HR and business support. The postholder will help keep records accurate and up to date, support recruitment and onboarding activities, assist with meeting preparation, and ensure routine administrative tasks are completed efficiently and professionally.

Key Responsibilities

- Provide day-to-day administrative support to the CEO and senior management team, including scheduling meetings, managing diaries, and preparing basic documents.
- Act as a first point of contact for internal queries and direct them appropriately.
- Prepare meeting papers, take minutes, and record action points as/when required.
- Support the smooth running of day-to-day office activities by assisting with filing, correspondence, and general administrative tasks.
- Assist with recruitment processes such as posting job adverts, scheduling interviews, and preparing offer letters.
- Help with onboarding new employees, ensuring documents are completed and records are updated accurately.
- Maintain employee files and records, both digital and paper-based, ensuring information is stored securely and in line with GDPR.
- Update absence and annual leave records.
- Support the coordination and recording of staff training and volunteer development.

- Assist in preparing documentation for HR-related meetings, such as disciplinary or grievance hearings.
- Support the maintenance of up-to-date policies, procedures, and compliance records.
- Keep digital and paper filing systems organised and accurate, ensuring documents are easy to locate.
- Help gather information for internal reporting, audits, or reviews when required.
- Provide administrative support to the Health and Safety Focus Group, including scheduling meetings, taking minutes, and tracking actions.
- Help update health and safety records and risk assessments.
- Assist with coordination of safety checks, fire drills, and incident reporting processes.
- Contribute to a positive and organised workplace environment by supporting colleagues and ensuring administrative tasks are completed on time.

Person Specification

Essential Skills & Experience

Strong administrative and organisational skills, with good attention to detail.

Confident using Microsoft Office (Word, Excel, Outlook) and able to learn new systems quickly.

Understanding of confidentiality and data protection requirements.

Good written and verbal communication skills.

Ability to manage multiple tasks and prioritise work effectively.

Desirable Skills & Experience

Experience in an administrative, HR, or office support role.

Basic understanding of HR processes or workplace health and safety.

Experience working in a charity, education, or public sector environment.

Personal Attributes

Trustworthy and discreet when handling confidential information.

Friendly and approachable, with a supportive attitude towards colleagues.

Proactive and willing to learn, with a positive and flexible approach to work.

Reliable and organised, with a focus on getting tasks completed accurately and on time.

Calm and professional, even when dealing with busy periods or changing priorities.