



Job description – Business Administrative Assistant

Post title:	Administration Officer
Terms:	Full time (35 hours/ week) * Fixed Term 12 months
Salary:	£29,120
Reports to:	Chief Executive
Location:	Paxton House, Paxton, Berwick upon Tweed, TD15 1SZ

*35 hours a week worked 5 days out of 7 at times to suit the needs of the role (this will include regular weekend duties on a rota basis).

About our organisation

Paxton House is an 18th century Palladian mansion designed by John and James Adam. The House and 80 acres of designed landscape and gardens are located five miles from Berwick upon Tweed. The River Tweed that signifies the border between Scotland and England provides the southern boundary to the Estate. The collections at Paxton are incredibly special, including one of the largest collections of Chippendale and Trotter furniture which is recognised by Museums Galleries Scotland (MGS) as nationally significant. In 1988, the House and Estate was gifted by John Home Robertson to the nation for the benefit and enjoyment of everyone with a Charitable Trust established to manage and progress the next development of the House as a key heritage and cultural visitor attraction. As part of this we manage a number of income generating streams such as the house and grounds, rental properties, holiday lets, a caravan park, a tearoom and shop, and new for 2025 glamping.

We are looking for someone to join our team and help us achieve our ambition to be a place for everyone every day.

Role Summary

This is an opportunity to contribute to the work of a busy team, learn valuable skills and make a difference.

With a strong collaborative approach, the Administration Officer brings a positive, can-do attitude, great organisational skills and an interest in supporting and improving business processes. This role gives the opportunity to be involved in a variety of projects and programmes and to be a point of connection across teams in a fast-paced environment.

Key Responsibilities



- **Office Management:** Oversee daily office operations, including managing office supplies, equipment, and inventory.
- **Administrative Support:** Provide administrative assistance to senior management, including managing schedules, coordinating meetings, and preparing reports.
- **Communication:** Handle incoming and outgoing correspondence, including emails, phone calls, and mail. Greet visitors and provide information as needed.
- **Record Keeping:** Maintain organized filing systems, both electronic and physical, ensuring easy access to important documents.
- **Budget Assistance:** Assist in preparing budgets and expense reports, monitoring expenditures, and ensuring compliance with financial policies.
- **Project Coordination:** Support special projects and events, ensuring all logistical details are managed effectively.
- **Licencing:** Ensuring all licences are kept up to date for all aspects of the business

OVERVIEW OF RESPONSIBILITIES

- Support Resources and Skills team colleagues across various business areas and work with colleagues to deliver business improvement activities
- Support creation and maintenance of resources and documents
- Provide day to day office and facilities support including ordering supplies, managing equipment and liaising with IT support
- Provide administrative support for the senior management team
- Provide support for events, meetings and related activities
- Provide administrative support for projects and programmes and be a point of connection across the organisation
- Support finance processes
- Support good document and data management
- Deal with general enquiries via email and telephone



The above-mentioned tasks and responsibilities constitute an overview and not an exhaustive list.

RELATIONSHIPS

- Build and nurture effective working relationships across the organisation
- Collaborate with other staff to support and deliver projects and programmes
- Work fairly and with integrity and adapt style to different people, cultures and situations
- Work closely with the Chief Executive

Person Specification

EXPERIENCE AND SKILLS

Essential

- Demonstrable administrative skills
- Strong organisational skills and managing a varied workload
- Attention to detail
- Ability to use initiative
- Working with data (written and numerical) and documents
- Understanding of business processes
- Strong customer focus and ability to communicate positively with a range of people
- Pro-active attitude to learning and development
- Confident using (or learning to use) a range of digital platforms

Preferred

- Organising or supporting events, hospitality or travel
- Use of Microsoft Teams or similar software
- Nat 4 qualification or equivalent or equivalent experience



Preference will be given to applicants who:

- have experienced barriers to employment.

We work with staff to help everyone reach their potential in the workplace and welcome conversations with individuals about their needs, circumstances and aspirations.

In particular, this role requires someone who collaborates well and promotes a collaborative approach across teams, can make effective decisions following appropriate criteria, organises and plans work effectively, readily contributes ideas and willingly adapts working practices to support changes.

All staff are expected to champion and advocate for Paxton House.

How To Apply

Please email your CV with expression of interest letter (no more than 2 sides of A4) explaining why you are a good fit for the role to info@paxtonhouse.com

Closing date: 2nd November at 5pm.