



Admin Support Worker

London Ability is seeking a reliable, patient, and proactive Admin Support Worker to provide workplace support through the Access to Work scheme. The role will involve providing administrative support, communication assistance, sighted guidance, and assistance in accessing information and workplace systems in support of a severely visually impaired employee.

This is a part-time role of approximately 20–25 hours per week on average, although this may vary from week to week.

Salary

£15 per hour.

Location

Central London

Primarily onsite, with some flexibility where required.

Main Duties

- Reading, proofreading, and helping draft documents including emails, Word documents, PDFs, spreadsheets, and presentations.
- Providing support with a range of handwritten and online tasks that may include the use of screen readers or magnification software.
- Helping access and interpret information from websites, documents, and other visual materials.
- Providing support with workplace systems and software including document management and compliance related tasks.

Communication Support

- Assisting during meetings by taking notes and relaying information where needed.
- Describing visual information such as charts, diagrams, images, and presentations.

Sighted Guiding

- Providing sighted guidance within the workplace.
- Assisting with navigation to and from the nearest station and nearby locations when required.

Workplace Adjustments

- Assisting with implementing workplace adjustments and assistive technology.
- Supporting adaptations to working practices where needed.

Person Specification

The ideal candidate will:

- Have strong administrative and organisational skills
- Be confident using Microsoft Office and online systems
- Have excellent written and verbal communication skills
- Be patient, supportive, and able to work sensitively and professionally
- Be comfortable assisting with accessibility-related tasks
- Be reliable, trustworthy, and able to maintain confidentiality
- Be able to come up with ideas and adapt to providing the best support
- Previous experience in disability support, PA work, administration, or support work is desirable but not essential

Hours and Location

- Approximately 20–25 hours per week, primarily onsite
- Flexible working arrangements may be considered
- Based in Central London
- Occasional travel may be required to regional office locations across the UK.

The successful candidate will be required to undertake pre-employment checks, which may include an enhanced DBS check at the employer's expense. Due to the nature of the role and access to sensitive personal and workplace information, the successful candidate may also be required to sign a confidentiality and non-disclosure agreement.