

## **Admin Assistant**

Organisation: [Hayfield](#)

Salary: £17,940

Salary info: 37.5 hour

Status: Full time

Closing: 28th September 2018

Location: Glasgow

Website: <http://www.hayfield.org.uk>

---

### **Role**

Hayfield Support Services are looking for an organised and warm individual to ensure that administration tasks are carried out with efficiency and effectiveness. We offer an extensive range of support services to Deaf people with additional care needs such as Mental Health issues and / or Learning Disabilities. We offer a safe, therapeutic and facilitating environment which encourages individuals to achieve personal fulfilment and an enhanced level of independence. Join our dedicated team to make a positive difference to people's lives. This post requires applicants to have relevant administration experience combined with a positive value base, offering an enthusiastic and sensitive approach.

This post is subject to a Basic Disclosure and two written references.

---

### **Organisation profile**

Hayfield offers very specialised and unique services to Deaf adults with additional, multiple and complex disabilities. Including mental health diagnoses, learning disability, autistic spectrum disorder and other lifelong conditions that challenge individuals socially, emotionally and physically.

---

### **Application notes**

Closing date 28.09.2018

Please see our website for further details [www.hayfield.org.uk](http://www.hayfield.org.uk)

Contact: Support Services on [0141 429 0335](tel:01414290335) (voice) or [mail@hayfield.org.uk](mailto:mail@hayfield.org.uk) for an application pack, stating the post that you wish to apply for.