

JOB DESCRIPTION



Title: Executive Administrator (Maternity Cover)
Full Time

Reports to: Finance Director

Responsible for: N/A

Office location: Agilysis Limited Offices, Banbury

Job Purpose

To support the Directors and Executive Team in the organisation and management of Agilysis Limited.

Key Responsibilities

- Facilitate implementation of decisions from Executive, Operations and Commercial Team meetings
- Support members of the Executive Team in managing communication and productivity tools including Microsoft *Outlook, To-Do* and *Teams, Planner, Hubspot* and *TimeTac*
- Manage and report on certification systems, maintenance and compliance,
- Booking and administration for virtual and face to face meetings and events such as workshops and conferences and online webinar and seminars and subscriptions, on behalf of the Executive Team
- Manage office and work environment upkeep and maintenance, including equipment, servicing visits and landlord liaison
- Shareholder record maintenance including Shareholder correspondence, dividend awards and meeting minutes
- Working alongside the HR Manager on recruitment administration: CV analysis, interview screening, maintaining recruitment portals and webpage, managing recruitment inbox and related comms
- With the HR Manager, support new staff onboarding/inductions and any necessary training updates as required throughout the first year of employment

Scope and Scale

The role will cover many aspects of the Agilysis business and is not limited to any individual project or division. The post holder will communicate effectively with teams to manage a variety of demands and deadlines and may occasionally be required to travel.

Performance Expectations

The post-holder will be appraised by the Finance Director and will be responsible for ensuring regular tasks are undertaken to support our growing infrastructure. The nature of the post also demands a high level of confidentiality.

Approval & Review

Signed:

Date: 05/01/2026

Post approved by: Karla Batchelor

This job description is due for review on: 5th January 2027

Job Description

Agilysis Limited

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton, K Batchelor, T Fosdick

Registered Office: 27 Horse Fair, Banbury, OX16 0AE

Title: Executive Administrator

Business Competencies

Scale 0 - 4	Expected level of competence
Strategy and planning	2
Commercial awareness	1
Service provision (contract management, accounts, etc)	1
Leadership and initiative	2
Changing and improving	2

Education, Training & Qualifications

Scale 0 - 3	Expected level of competence
Educated to GCSE level or equivalent	3
Educated to A-Level or equivalent	3
Relevant University degree	1
Relevant professional qualification or certified training	2

Key Competencies

Scale 0 - 4	Expected level of competence
Collaboration and communication skills	3
Organisational and time management skills	2
Ability to curate and implement procedures and processes	2
Microsoft Office Suite and basic IT literacy	2
Flexible working	2

English language skills, both written and verbal	2
Administration (Contracts, appraisals, Ts & Cs, general paperwork/documentation, etc)	4
Full driving licence and use of a car*	1

*Scale 1 - 3

Management Competencies

Scale 0 - 4	Expected level of competence
People	2
Projects	1
Finance	0
Change	2
Risk	3

Knowledge and Skills

Key Experience and Knowledge	Key Skills
Event Management	Organisation
Inbox/diary management	Attention to detail
Managing and maintaining confidential documentation	Strong understanding of governance, risk, and quality processes
Administration systems and process	Experience maintaining accurate records and supporting audits and management reviews
ISO Standards Awareness (9001 (Quality Management) and 45001 (Health & Safety) preferred)	Advanced Excel skills preferred

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