

## The Educational Institute of Scotland

### JOB DESCRIPTION

#### **IDENTIFYING FACTS**

##### **Title of Job:**

Administrative Assistant South Lanarkshire Local Association Grade C

##### **Job Purpose:**

To provide administrative, clerical and secretarial support to the Local Association Secretary

To deal with members' enquiries

##### **Major Tasks:**

- (1) Administration
- (2) Communication
- (3) Training
- (4) Liaison
- (5) Finance

##### **Main Activities:**

###### **Administration:**

Word processing, maintaining files of minutes, reports, correspondence and emails.

Organising the LA Secretary's diary of appointments.

Administration of Benevolent Fund applications.

Responsible for organising regular mailings of materials to schools.

Preparation for Committee of Management meetings - print agenda, papers etc. and issue timeously to members.

Administration of Local Association elections.

Responsible for maintaining LA email account.

Responsible for updating members' database.

Ensuring the maintenance of all electronic and reproductive equipment in the office.

### Communication:

Dealing with members' enquiries by telephone and also calling at office.  
Provide information if enquiry is routine.  
Take information in absence of LA Secretary to allow him to respond.  
Where appropriate refer to the relevant HQ department.

### Training:

Booking venues for training days, organising rooms and hospitality and liaising with the Hamilton Area Office.  
Liaising with members wishing to attend.

### Liaison:

Liaising with EIS HQ staff, South Lanarkshire Council staff, Hamilton Area Office and other service providers.

### Finance:

Maintaining office petty cash account.  
Assisting Treasurer with preparation of monthly statement and audit materials.

### **Source(s) Of Work:**

Other than routine tasks, specific pieces of work are assigned by the LA Secretary. On occasion tasks are assigned by EIS HQ.

When required, work will be submitted to the LA Secretary for proofing/approval.

### **Supervision:**

Received - Day to day work is not supervised however regular update meetings are held with the LA Secretary and other Officials to ensure work is completed and for forward planning of workload.

Given - No supervisory function is associated with this post.