

The Educational Institute of Scotland

Job description

Title of Job:

Administrative Assistant (Education and Equality)

Grade C

Job Purpose:

Administrative support in areas of the department's work – principally the Education Committee, its Sub-Committees, Networks and Professional Learning activity, and to ensure that this is organised efficiently and undertaken competently and expeditiously.

Main tasks and Activities:

EIS Education Committee and National Conferences

- Attending meetings and Conferences
- Assisting with arrangements and providing administrative support as required

Sponsorship of the Arts

- Liaising with a number of arts groups in relation to applications
- Reconciling information
- Processing details for payment to successful applicants

CPD Sub Committee and ASN Network

- Processing correspondence for the National Officer and Professional Learning Coordinator(s)
- Processing letters, emails, preparing draft agendas, minutes and papers
- Preparing information and attending meetings
- Liaising with other organisations and individuals to arrange meetings

STUC Conferences

- Processing nominations, organising accommodation and travel arrangements for delegates as required, ensuring any special requirements are covered
- Processing the submission of motions/amendments and the arrangements for publicity

Scottish Union Learning Courses

- Arranging HQ Room/ online platform bookings as required
- Handling registrations and associated enquiries
- Liaising with Professional Learning Coordinator(s)
- Distribution of course materials as required
- Liaising with course provider as required

Inspections of Educational Establishments

- Processing School/Nursery Inspection Feedback forms
- Compiling spreadsheets with completed data
- Organising meetings with HMIE colleagues and other relevant partners

Subject Specialist Group and Teacher Education Partnership Informal Network

- Providing administrative support for a network of subject specialist members and online informal network, for consultation in connection with EIS responses to specialist documents issued by Scottish Government, SQA and other bodies.

General

- Maintaining and updating relevant sections of the EIS Website
- Researching information as required in the course of departmental activity
- Supporting the online delivery of meetings and events for EIS members

Sources of Work:

Work is principally generated by the Education Committee and its Sub Committees and received from the Assistant Secretary, National Officer, Professional Learning Co-ordinators and the Administrative Assistant (Grade A).

Supervision Received - direct line management is provided by the Administrative Assistant (Grade A).

Supervision Given – there is no supervisory function associated with this post.

Essential experience.

- Microsoft word
- Excel
- Familiarity with and confident in the use of the website

- Good oral and written communication skills and the ability to work both using your own initiative and as part of a team

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to a grade A Administration Assistant in the first instance and will be responsible to the Assistant Secretary Education and Equality for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £22,584 - £23,988 - £25,752 - £27,504. The salary on appointment will be £22,584 pro rata per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI and is contracted out of the State Earnings Related Pension Scheme.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Administrative Assistants are entitled to 23 working days' annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the Line Manager. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. Working hours are 35 per week from 9.00am – 5.00pm Monday to Friday (currently with requests from time to time for some early evening working to support online member engagement and professional learning activity), with a one hour lunch break between 12.00pm and 2.00pm to be taken within the operational requirements of the institute. Payment is made at overtime rates as agreed from time to time in respect of authorised periods of work out-with normal working hours. (Time off in lieu can also be taken)
7. A policy on flexible working patterns is currently in the process of finalisation and will form part of the statement of particulars.
8. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial

entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising incrementally to, after 5 years of service to six months of full salary and six months of half salary.