

Administrative Assistant Grade C – Aberdeen (Term Time)

Further Particulars

Description

To provide administrative, clerical and secretarial support to Aberdeen City Local Association

Major Tasks:

Administrative, clerical and secretarial support to Aberdeen City Local Association

Responding to enquiries from members

Providing assistance to lay Local Association (LA) Office Bearers, principally the joint Secretaries

Supporting LA Training Events

Maintaining local membership information on the EIS database

Main Activities:

Provision of administrative, clerical and secretarial support to Aberdeen City Local Association:-

- Maintain LA Secretaries diaries.
- Liaise with EIS HQ / Area Office on behalf of LA Secretary.
- Liaise with Aberdeen City Council personnel re TCF/LNCT, preparing agendas, minutes and accompanying papers
- Preparation of agendas, minutes and papers for LA Executive meetings.
- Draft correspondence for LA Secretaries approval and signature.
- Deal with electronic and paper mail, answering queries and forwarding information as necessary and prioritising mail to be dealt with by the LA Secretaries.
- Maintain library and archive facilities and carry out regular filing.
- Prepare requisitions and order materials/equipment for LA office.
- Use Excel spreadsheets to collate expenses and track facility time
- Responding to enquiries from members, providing information if the enquiry is routine or, where the enquiry is more complex and in the absence of the LA Secretary refer to the Area Officer or HQ.

Providing assistance to lay Local Association Office Bearers:-

- Source and book accommodation for LA meetings, Executive meetings and National meetings
- Collate and prepare papers for mailings to the LA Executive and schools.
- Distribute information leaflets, updated policies etc where appropriate or in response to enquiries from members.
- Update the Local Negotiating Committee for Teachers site with new policies as required.
- Support the Treasurer by following up any queries re bills and invoices.
- Audit Working Time Agreement returns and collate results
- Transfer archived documents to electronic back up
- Process and file correspondence
- Provide first line response to members' enquiries and take full details of queries to assist LA Secretary.

Supporting LA Training Events:-

- Prepare letters to Heads of Service seeking permission to hold events.
- Send information about the training event to members and deal with applications to attend.
- Source and book venues, catering etc.
- Collate and copy materials, producing packs for delegates.
- Liaise, as appropriate, with HQ and the Area Officer.
- Prepare welcome packs for probationer induction days.

Maintaining IT Systems:-

- Report faults in EIS IT equipment and update members' database.
- Ensure the maintenance of EIS equipment in the office.
- Carry out backups and virus checks on equipment provided by Aberdeen City Council.
- Report any faults encountered in Council system.
- Liaise with Council IT department.

Source(s) of Work:

Work is received mainly from the LA Secretary, directly from members and occasionally from lay Local Association Office Bearers.

Some work is dealt with on the initiative of the postholder but, where appropriate, work is passed back to the LA Secretary or other source.

Supervision:

Received - day to day work is not supervised. However, regular meetings are held to ensure work is completed and for forward planning of workload.

Given - none.

Person Specification:

- As the postholder undertakes these duties on a part time basis, initiative and accuracy are needed in completing tasks as the postholder is often working under pressure or without supervision.
- On numerous occasions the postholder is left in sole charge of the office when the LA Secretary is away on business. This requires a high degree of initiative and inter-personal skills.
- As the first point of contact to members who may be in some distress, the postholder must provide a friendly voice, as well as a sympathetic and professional service. This requires a certain amount of skill and tact which are essential requirements for the job.
- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft office and use of Teams / Webex online platforms.
- Previous office experience.
- Good oral and written communication skills.

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, part time position based at Broad Street, Aberdeen. The postholder will report to the Local Association Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £27,420 - £29,133 - £31,278 - £33,411 with increments over 4 years. The salary on appointment will be £8388.71 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.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Core working hours are 12 per week. However, the Institute has a Flexible Working Patterns policy.

The post-holder may also be required to work such additional hours as may reasonably required from time to time, subject to the giving of reasonable notice. Overtime will be paid where such out of hours working cannot be accommodated within the post holder's 12 hour working week.

6. 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.

Appointment Timetable

The closing date for receipt of applications is Monday 11th December.