

## **EDUCATIONAL INSTITUTE OF SCOTLAND JOB DESCRIPTION**

### **Title of Job:**

Administrative Assistant Grade B: Edinburgh Local Association

### **Job Purpose:**

To provide administrative, clerical and secretarial support to Edinburgh Local Association

### **Major Tasks:**

1. Provision of administrative support to Edinburgh Local Association Office Bearers, Executive Committee, School Reps and Local Delegates to National Events
2. Members' Enquiries
3. Local Association Training Events
4. Maintenance of Local Association Social Media, Website and Other Electronic Communications
5. Information Technology Administration
6. Supervision and Training of Part Time Administrative Assistant

### **Main Activities:**

Provision of administrative support to Edinburgh Local Association Office Bearers, Executive Committee, School Reps and Local Delegates to National Events

- Manage LA Secretary's diary and schedule appointments.
- Triaging emails – including directing emails to correct office bearer/official and answering some queries directly.
- Liaise with City of Edinburgh Council officers, Local Negotiating Committee for Teachers, local Teachers' Panel, reps, school senior management, other Trade Union officials.
- Facilitate local networks – e.g. HT/DHT, supply, Equalities, Additional Support Needs.
- Liaise with benevolent fund applicants and correspondent.
- Minute taking, preparing of agendas, papers and reports for meetings including – Edinburgh LNCT, Edinburgh LA Executive and President's meetings.
- Edinburgh LA finances – paying bills, expenses, purchasing etc. keeping records and submitting spreadsheets and records to EIS finance department for year-end accounts preparation, assisting and training each new Edinburgh LA Treasurer.
- Organise Edinburgh LA AGM, booking rooms, catering and submit carried motions and amendments to EIS Organisation Department for national AGM.
- Organise Edinburgh delegates and Council members, book accommodation and restaurants, going to national AGM.
- Assist in organisation of campaign events locally – booking rooms, registration, transport, sound systems, police authorisation etc.
- Setting up annual calendar of events, meetings, activities etc.
- Facilitation of online meetings.
- Distribute information leaflets, updated policies etc where appropriate or in response to enquiries from members.
- Liaison with branches and office bearers/organisers regarding a regular programme of branch and cluster meetings.

- Bulk emails to Edinburgh EIS members and school reps.
- Update LNCT Agreements on SNCT website.
- Liaison with EIS Financial Services in supporting individual members and setting up meetings for members.
- Maintain library and archive facilities and carry out regular filing.
- Prepare requisitions and order materials/equipment for LA office.

#### Members' Enquiries

- Support and front-line advice to members who phone with queries/in distress.
- Where the enquiry is routine, provide information on a variety of issues.
- Where necessary record details and contact the LA Secretary or refer the matter to the appropriate Area Officer or HQ Department.
- Triaging emails – including directing emails to correct office bearer/official and answering some queries directly.

#### Local Association 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.
- Assist Learning Reps with local events and communications to members.

#### Maintenance of Local Association Social Media, Website and Other Electronic Communications

- Posting on behalf of the Local Association on Twitter, Instagram and Facebook.
- Monitoring of social media feeds for matters requiring the attention of office bearers.
- Upkeep of Local Association website.
- Use of SurveyMonkey to assist local office bearers.

#### Information Technology Administration

- Amendment of membership details on EIS web database.
- Ensuring all office bearers have appropriate places and equipment for LA work
- Report any faults in EIS IT equipment.
- Carry out backups and updates on any Council supplied IT equipment.

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

Work will be allocated in the first instance by the Edinburgh Local Association Secretary

#### **Supervision:**

Received – supervision will be provided in the first instance by the Edinburgh Local Association Secretary

Given – the post holder will have supervisory responsibility for the part time administrative assistant (Grade C)

## **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 the Local Association Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £34,269 with increments over 4 years to £38,550. The salary on appointment will be £34,269 per annum with increments payable annually from the 1<sup>st</sup> 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. 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. Core working hours are 35 per week. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the time and location at which work is carried out, subject to the overall requirements of the EIS and its members. The office is open 8.00am to 6.00pm Monday to Friday.

The post-holder may also be required to work such additional hours as may reasonably be 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 35 hour working week.

7. 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 19<sup>th</sup> February 2024. It is envisaged leeting will take place on Friday 23<sup>rd</sup> February 2024 and that interviews will be held on Thursday 29<sup>th</sup> February 2024.

