

FURTHER PARTICULARS

IDENTIFYING FACTS

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| Job Title: | Administration Assistant Grade C |
| Job Purpose: | To provide administrative support to the Area Officer(s) |
| Major Tasks: | Administrative support to Area Officer(s) Members' enquiries Training Events ITC Office Security General Office Duties |
| Location: | Area Office - Glasgow |

MAJOR TASKS

Administrative support to Area Officer(s)

- Manage diaries and schedule appointments
- Process correspondence
- Detail messages for the Area Officer(s)

Members' enquiries

- Provide first line response to members' enquiries.
- Research from appropriate sources and provide information on a variety of issues
- Where necessary record details and contact the appropriate Area Officer or refer the matter to the relevant HQ official.

Support Training Events

- Production and compilation of training materials for training events arranged by either Area Officer, Organiser or a Local Association.
- Set up registration for online training events

ITC

- Ensuring office equipment and facilities are maintained

- Update members details on the online membership system
- Report faults in ITC equipment/maintain meter readings

Office Security

- Record details of all keyholders
- Maintenance of fire alarm and door security

General Office Duties

- Type/photocopy/file/maintain records
- Order stationery supplies
- Check and authorise invoices for payment
- Maintain office filing system, library and archive facilities
- Arrange necessary repairs after approval from HQ.
- Key holder

SOURCE OF WORK:

Work will be allocated in the first instance by the Area Officer(s)

SUPERVISION:

Received – supervision will be provided in the first instance by the Area Officer(s)

Given – no supervisory role is associated with this post

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 6 Clairmont Gardens, Glasgow. The postholder will report to the Area Officer(s) in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
1. The current salary scale for the post is £27,420 with increments over 4 years to £33,411. The salary on appointment will be £27,420 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.
2. 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.
3. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
4. 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.
5. 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 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 35 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 22nd April 2024. It is envisaged leeting will take place on Thursday 25th April 2024 and that interviews will be held w/c 1st May 2024.