

## **The Educational Institute of Scotland Job Description**

### **Title of Job**

Administrative Assistant (Employment Relations Department Grade C)

### **Job Purpose**

The provision of administrative support to the Assistant Secretary, National Officers and the Administrative Assistant (Grade A).

### **Major tasks**

Support for Assistant Secretary and Grade A.

### **Main Activities**

Secretarial duties

Typing and layout of correspondence and policy papers as required.

Oversight of the departmental Document Management System (Z Drive) - file, scan and save documents.

Relief for the HQ switchboard operator during breaks, holidays etc.

Assist in maintaining appointments diary for Assistant Secretary.

Booking of rooms for meetings where necessary.

Answering calls and taking messages.

Shredding of confidential papers.

### **Scottish Negotiating Committee for Teachers ("SNCT")**

Prepare papers for Assistant Secretary and National Officer for SNCT Working Groups.

Update SNCT website following meetings for SNCT.

Liaise with the EIS IT contractor regarding maintenance of SNCT Website.

Develop and maintain a working knowledge of the SNCT Handbook.

### **Officers' Expenses**

Reconcile officers' expenses with diary entries. Check figures. Once approved by Assistant Secretary pass to the finance department.

### **Sources of Work**

Work is principally received from Assistant Secretary, National Officer (Employment Relations) and Administrative Assistant (Grade A).

## **Supervision**

Direct line management is provided by the Administrative Assistant (Grade A).

## **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 departmental Administrative Assistant (Grade A) for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £28,848 with increments over 4 years to £35,148. The salary on appointment will be £28,848 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 Institute will also consider applications for flexible working.

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.

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 Friday 17<sup>th</sup> May 2024. It is envisaged leeting will take place on Thursday 23<sup>rd</sup> May 2024 and that interviews will be held on Monday 27<sup>th</sup> May 2024.