

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

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

EIS National Conferences

- Providing administrative support to EIS national conferences as required
- Attending conferences to provide 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, ASN and Early Years Network and Disabled Members Network

- Processing correspondence for the National Officer and Professional Learning Coordinator(s)
- Processing letters, emails, preparing draft agendas, minutes and papers
- Drafting promotional communications
- Preparing information for, and attending meetings
- Liaising with other organisations and individuals to arrange meetings
- Organise the co-option of Learning Reps to the CPD Sub Committee, including drafting communications and providing administrative support as required throughout the process

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 of these conferences
- Organise and attend pre-meetings and provide administrative support around the allocation of speakers to motions

Scottish Union Learning Courses

- Arranging EIS 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
- Providing administrative support in the promotion of courses
- Responding to enquiries from participants, in liaison with the Professional Learning Co-ordinators

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
- Supporting the distribution of departmental materials, within the EIS, to members and to external stakeholders, as required

Sources of Work:

Work is principally generated by the Education Committee and its Sub Committees and received from the Assistant General Secretary (Education and Equality), National Officers, 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.

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft Office (including MS Teams) with previous workplace experience
- 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 the Assistant General Secretary (Organisation) and Administrative Assistant Grade A for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £29,856 with increments over 4 years to £36,372. The salary on appointment will be £29,856 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 7% 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 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 the receipt of applications is Friday 1 August 2025. It is envisaged leeting will take place on Tuesday 5 August 2025 and interviews will be held on Monday 11 August 2025.