

The Educational Institute of Scotland

ADMINISTRATIVE ASSISTANT GRADE B (EMPLOYMENT RELATIONS)

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 63,000 members in nursery, primary, secondary, special, further and higher education. Its national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

Organisational Structure

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in early June each year.

Location and Flexible Working

The successful candidate will be based primarily within the Local Association office based in EIS Headquarters in Moray Place, Edinburgh. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out on a day-to-day basis, subject to the overall requirements of the Institute and its members.

Administrative Assistant (Employment Relations Department)

All employees act under the general direction of, and are accountable to, the General Secretary for the discharge of the duties of their post. This post provides support for Assistant General Secretary, National Officers and Pensions and Payroll Specialists and is line Managed by the Administrative Assistant Grade A (Employment Relations Department).

Principal Duties

Administrative Support to Pension and Payroll Specialists

- Handle pay, maternity and pension queries to assist the Pension and Payroll Specialists.
- First point of contact for pension and pay queries -fielding calls and messages for Pension and Payroll Specialists.

- Provide members with general information on pension queries in response to queries
- Sort emails for Pension and Payroll specialists. Reply where required and file into document management system.
- Organise pension information sessions
- Maintain logs for outstanding cases

Admin support for Assistant General Secretary and National Officers

Secretarial duties

- Typing of correspondence as required.
- Maintenance of document management system.

Communication with Members

- Maintain a working knowledge of SNCT Handbook and Case Handling Protocol.
- Fielding calls and messages for members of the Department.
- Answering queries from members relating to maternity and conditions of service.

Website

- Updating and managing Pensions and Pay section on the EIS website

General Office duties

- Record all outgoing emails on document management system.
- Collating and scanning hard copy information received from members
- Filing of correspondence and papers within the document management system
- Booking of rooms
- Diary management
- Booking catering
- Archiving of files when necessary

Essential experience.

- Microsoft office (including MS teams)
- Document management system
- 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 a Grade A Administration Assistant in the first instance and will be responsible to the Assistant General Secretary, National Officers and Pension & Payroll Specialists for the proper and efficient discharge of her/his duties.

2. The current salary scale for the post is £36,048 with increments over 4 years to £40,560. The salary on appointment will be £36,048 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 Institute will also consider applications for flexible working.

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.

Sources of Work

Work is principally received from Assistant Secretary, National Officers, Pension & Payroll Specialists and Grade A.

Supervision

Direct line management is provided by the Grade A of the Employment Relations Department.

Appointment Timetable

The closing date for receipt of applications is Thursday 30th January 2025.

It is envisaged that interviews will be held in the week commencing 10th February 2025.