

Administrative Assistant Grade C

Further Particulars

Description

This part time position is based in Kirkcaldy, Fife and the successful candidate will be expected to live in, or within reasonable travelling distance, of Kirkcaldy. The postholder will provide administration support to the Local Association Secretary for 30 hours per week, Monday to Friday.

Major Tasks:

Administrative support to LA Secretary

Members' enquiries

Organising & Mailing of papers for Committee Meetings & Schools

General Office Duties

Main Activities:

Administrative support to LA Secretary: -

- Manage diaries and schedule appointments.
- Set Year Planner for meetings of all Committees/Book rooms where appropriate
- Assist Treasurer by checking invoices/credit notes
- Process correspondence

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 Local Association Office Bearers: -

- Mailings to members/distribution of minutes, papers etc

Support Training Events: -

- Production and compilation of training materials for training events arranged by either Area Officer or a Local Association.
- Create and manage registration for events

General Office Duties

- Type/photocopy/file/maintain records
- Inform Membership department of any known changes
- Report faults in IT equipment/maintain meter readings
- Order stationery supplies - check and authorise invoices for payment
- Maintain electronic office filing system, library and archive facilities.

- Manage office entry arrangements and security

Source(s) of Work:

Work will be allocated in the first instance by the LA Secretary.

Supervision:

Received – supervision will be provided in the first instance by the LA Secretary
Given – no supervisory role is associated with this post

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft Office (including MS Teams) with previous office experience.
- Good oral and written communication skills.

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, part-time position based at Myregormie Place, Kirkcaldy. The postholder will report to the Local Association in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £31,116 with increments over 4 years to £37,908, based on a 35 hour working week. The salary on appointment for this post, based on a 30 hour working week, will be £26,670 (year-round) or £23,799 (term time) 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 EIS 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), pro-rata, 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 for this post are 30 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 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 30 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 19 June 2026. It is envisaged that leeting will take place on Wednesday 24 June 2026 and interviews will be held on Wednesday 1 July 2026.