

# **The Educational Institute of Scotland**

## **JOB DESCRIPTION**

### Title of Job

Receptionist/ Administrative Assistant (Membership)  
Grade C – Fixed Term to 31<sup>st</sup> August 2027.

### **Main Duties**

- Reception (c50%).
- Membership department administration.
- Relief cover for office management and the servicing of meetings in absence of the caretaker.
- Administrative assistance to other departments of the Institute to cover at times of peak demand.

### **Main Activities**

#### **Membership Department Administration**

- Updating membership records for changes received from branch reps, individual members and other departments.
- Support of probationer recruitment and retention.
- Membership postings/ bulk emails.
- Process new members and direct debit processing (after completion of required training)
- Assist with IT support for hybrid meetings.
- Any other administrative duties that may be requested.

#### **Reception**

- Reception duties (Monday, Tuesday and Wednesday morning) and to provide cover when necessary. This would include telephone switchboard and attendance at the office when meetings are scheduled.
- Answering all incoming telephone calls, transferring to relevant extensions.
- Taking accurate messages and relaying via e-mail to appropriate member of staff.
- Maintaining, recording and retrieving voicemail messages.
- Recording visitors in the online EIS Sign in/ Fire Register system.
- Receiving and directing deliveries.
- Training of new users covering reception desk.
- Maintaining and recording booking system for garage spaces.
- Co-ordinating and organising meeting room bookings.
- Booking taxis and couriers as necessary.

#### **Relief Cover for Office Management and the servicing of Office Meetings in absence of the caretaker**

- Set up and clearing of meetings rooms.
- Provide tea, coffee and lunches for scheduled meetings.
- Identification and reporting of health and safety risks.
- End of day checks.

## **Source(s) of Work**

Duties will be allocated where necessary by the Administrative Assistant Membership Grade A, Administrative Assistant Membership Grade B and the Head of Finance, Membership & Office Management.

## **Requirements**

- Preferably educated to SQA Higher Grade or equivalent
- Experience in using Office applications.

## **Principal Terms of Employment**

1. The post of Administrative Assistant is a fixed term, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to the Administrative Assistant Membership Grade A for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £31,116 with an increment in April 2027.
3. The successful candidate will be enrolled into the NEST pension scheme. The employee's current contribution is 5% of salary.
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 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 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.

## **Appointment Timetable**

Applications close: 23<sup>rd</sup> September 2026

Interviews will be held in the week commencing 5<sup>th</sup> October 2026