

**Administrative Assistant – Education & Equality Department (Equality/CPD)
Grade C**

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 Equality Committee, its Sub-Committees, CPD and to ensure that this is organised efficiently and undertaken competently and expeditiously.

Major Tasks

EIS Equality Committee and Sub Committees
Provision of Support to the Professional Learning Co-ordinator
Conferences and Training Events
Maintain relevant sections of the EIS Website

Main Activities

EIS Equality Committee

- Attend meetings
- Provide administrative support as required

EIS Equality Sub Committees: Anti Racist/LGBT/Gender Issues Working Group

- Process correspondence for the National Officer
- Process letters, prepare draft minutes, agendas and papers
- Prepare information and attend meetings
- Liaise with other organisations and individuals to arrange meetings

STUC (Womens' and LGBT)/ Equality Conferences and Seminars

- Process nominations, organise accommodation and travel arrangements where required, ensuring any special requirements are covered
- Process the submission of motions/amendments and arrangements for relevant publicity

National EIS Conferences, Seminars and Local CPD Events

- Assist with departmental events and organisation of Equality Rep training events
- Provide administrative support for all such events
- Preparation of packs and materials
- Typing and processing of evaluation forms
- Liaise with individual members and other organisations and facility providers
- Process training report forms from Area Offices and Local Associations
- Maintain promotional materials and order new stock as required

Scottish Union Learning Courses

Provide assistance as required to the Professional Learning Co-ordinator regarding arrangements for Scottish Union Learning Courses.

General

Maintain and update relevant sections of the EIS Website
Research tasks as required in the course of departmental activity

Sources of Work

Work is principally generated from the Equality Committee and its Sub Committees and received from the Assistant Secretary, National Officer, Professional Learning Coordinator and the Administrative Assistant (Grade A).

Supervision

Received - direct line management is provided by the Administrative Assistant (Grade A).

Given - none.

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 Secretary Education and Equality for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £20,565 - £21,849 - £23,457 - £25,056. The salary on appointment will be £20,565 pro rata 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 9% of salary. The Scheme provides for annual increases in pensions in line with RPI and is contracted out of the State Earnings Related Pension Scheme.
4. Appointment to the service of the Institute is subject to satisfactory references, medical and criminal record checks.
5. Admission to the Superannuation Scheme is subject to evidence of good health.
6. 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 General Secretary. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.

7. Working hours are 35 per week from 9.00am – 5.00pm Monday to Friday with a one hour lunch break between 12.00pm and 2.00pm to be taken within the operational requirements of the institute. Payment is made at overtime rates as agreed from time to time in respect of authorised periods of work out-with normal working hours. (Time off in lieu can also be taken)
8. 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 after 5 years of service to six months of full salary and six months of half salary.