

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 CPD and to ensure that this is organised efficiently and undertaken competently and expeditiously.

Major tasks:

Education Committee

CPD Sub Committee

Additional Support Needs Network

Conferences

Scottish Union Learning Administrative Support

Main Activities:

EIS Education Committee and National Conferences

- Attend meetings and Conferences
- Assist with arrangements and provide administrative support as required

Sponsorship of the Arts

- Liaise with a number of arts groups in relation to applications
- Reconcile information
- Process details for payment to successful applicants

CPD Sub Committee and ASN Network

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

STUC Conferences

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

Scottish Union Learning Courses

- HQ Room bookings as required
- Registrations and associated enquiries
- Liaise with Professional Learning Coordinator
- Distribution of course materials as required
- Liaison with course provider as required

Inspections of Educational Establishments

- Process school/nursery Inspection forms
- Compile spreadsheet with completed data
- Organise meetings with HMIE colleagues and other relevant partners

Subject Specialist Group and Teacher Education Partnership Informal Network

- Servicing a network of 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

- 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 by the Education Committee and its Sub Committees and received from the Assistant Secretary, National Officer, Professional Learning Co-ordinator and the Administrative Assistant (Grade A).

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

Given – there is no supervisory function associated with this post.

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.