

JOB DESCRIPTION

PURPOSE

The Secretary/Clerical Assistant supports the Office Manager in providing secretarial and clerical services in the Regional Centre.

MANAGEMENT

The Secretary/Clerical Assistant is responsible to the General Secretary under the line management of the Office Manager and Regional Organiser.

LOCATION

The Secretary/Clerical Assistant is based at the NASUWT North West Regional Centre.

RESPONSIBILITIES OF ALL POSTS

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

PRINCIPAL RESPONSIBILITIES GENERIC TO SECRETARY/CLERICAL ASSISTANTS

1. To undertake tasks relevant to the provision of administrative/clerical and secretarial services to support the Office Manager including:
 - providing a reception and telephone switchboard service;
 - operating information technology and word processing equipment;
 - audio transcription;
 - providing reprographic services;
 - filing and record keeping;
 - processing incoming post, faxes and e-mail, and despatching outgoing communications;
 - taking telephone messages and ensuring that they are dealt with efficiently and conveyed in a concise and accurate way;
 - keeping appointment diaries and processing internal room bookings;
 - collating papers for meetings;

- maintaining databases;
 - administering training courses;
 - locking and unlocking the Centre and setting alarms as required;
 - keeping and updating reference sources (e.g. handbooks, publications and CD ROM).
2. To work in co-operation with the staff of NASUWT Headquarters teams and other Centres on projects and initiatives with shared interest.
 3. To undertake any other reasonable duties requested.