

JOB DESCRIPTION

PURPOSE

The Senior Administrative Assistant is responsible for the day-to-day administration of Legal and Benevolence casework as directed by the National Official (Legal and Casework).

MANAGEMENT

The Senior Administrative Assistant is responsible to the General Secretary under the line management of the National Official (Legal and Casework).

LOCATION

The Senior Administrative Assistant is based in the Legal and Casework team at NASUWT Headquarters, Hillscourt Education Centre, Rose Hill, Lickey, Rednal, Birmingham B45 8RS.

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

1. To undertake such tasks relevant to the provision of administrative, clerical and secretarial services as may be delegated by the National Official, including setting up, maintaining and operating procedures for:
 - maintaining and updating files;
 - providing reprographic services, stationery for the team and organising the provision of printing and distribution of material;
 - filing, record keeping and photocopying;
 - processing incoming post, email and despatching outgoing communications;
 - taking telephone messages and ensuring that they are dealt with efficiently and conveyed concisely and accurately;
 - keeping appointment diaries and booking courses and meetings;
 - administering databases and providing statistical reports;
 - maintaining and updating reference sources;

- responding to telephone requests for basic advice and information;
 - ensuring efficient use of IT;
 - administering and researching projects;
 - researching and drafting (for senior staff approval) basic advice, non-routine letters, standard documents and information leaflets as appropriate;
 - processing survey and questionnaire responses;
 - facilitating the work of staff and others commissioned to undertake project work on behalf of the team;
 - providing administrative and secretarial support for and during meetings;
 - keeping records of financial and budgetary matters relating to the team;
 - evaluating expenditure proposals and making spending recommendations to the National Official;
 - monitoring team expenditure and ensuring compliance with NASUWT financial and budgeting procedures;
 - inducting new staff, training, delegating and checking work;
 - contributing to recruitment and selection of staff.
2. To administer industrial action ballots.
 3. To undertake the administrative preparation of NASUWT internal disciplinary procedures involving members and carrying out the same responsibility for any civil or employment-related claim taken against the Union, including:
 - preparing bundles;
 - liaising with interested parties;
 - organising hearings.
 4. To progress Compromise Agreements to NASUWT's solicitors.
 5. To issue instructions in criminal cases to NASUWT's solicitors.
 6. To communicate in writing with beneficiaries of the Benevolent Fund and to convey the decisions taken about applications to it.
 7. To issue loans and grants from the Benevolent Fund to beneficiaries.
 8. To input and analyse data, including financial.
 9. To write casework summaries, including recommendations for decisions about applications.
 10. To work in co-operation with the staff of other Headquarters teams and Centres on projects and initiatives of shared interest.
 11. To undertake any other reasonable duties requested by the General Secretary.