

## **JOB DESCRIPTION**

### **PURPOSE**

The Administrative Assistant supports the Senior Administrative Assistant in providing administrative and clerical services within the Equality and Training Team.

### **MANAGEMENT**

The Administrative Assistant is responsible to the General Secretary under the line management of the National Official (Equality and Training).

### **LOCATION**

The Administrative Assistant is based at the NASUWT, Headquarters, Hillscourt, Rose Hill, Rednal, Lickey, 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 GENERIC TO SECRETARY/CLERICAL ASSISTANTS**

1. To undertake tasks relevant to the provision of administrative, clerical and secretarial services, including:
  - word processing and operating information technology equipment;
  - maintaining an efficient filing storage and retrieval system;
  - providing reprographic services, filing, record keeping;
  - processing incoming post, faxes and e-mail, and despatching outgoing communications;
  - taking telephone messages and responding to enquiries, ensuring that they are dealt with efficiently and conveyed concisely and accurately;
  - collating papers for meetings;
  - providing secretarial support during meetings, including minute taking;
  - keeping appointment diaries;

- keeping and updating reference sources as appropriate;
  - maintaining databases as appropriate;
  - ensuring stationery and publications are ordered and stocks are maintained;
  - making administrative arrangements for conferences, seminars, meetings and events;
  - collecting and disseminating information from relevant sources, including the systematic use of internet searches and provision of appropriate information;
  - responding to telephone and written requests for publications and basic information;
  - liaising with other NASUWT teams;
  - administering and researching projects as appropriate;
  - collating and despatching standard forms, letters and leaflets, as appropriate.
2. To work in co-operation with the staff of other Headquarters teams and Centres on projects and initiatives with shared interest.
  3. To undertake any other reasonable duties requested by the General Secretary.