



## **JOB ADVERT**

### ***Education Administrator x1 Office Support Worker x1***

Education Administrator, 37 hours per week, £20k per annum plus pension and other benefits.

Office Support Worker, 20 Hours a week, 1pm-5pm, £8,320 per annum plus pension and other benefits

Two great new jobs within a small friendly team based in Quorn.  
The Education Administrator will be responsible for the efficient administration of the Trust's busy programme of adult education.  
The Office Support Worker will support the Operations Manager in making the office a smooth and efficient centre of the organisation's business.

For backgrounds to the posts, job descriptions, person specifications and application forms please contact [claire@gftu.org.uk](mailto:claire@gftu.org.uk)

Only completed GFTU application forms will be considered CV's will not be accepted.

The deadline for applications is 12 noon 10<sup>th</sup> April 2017

## **General Federation of Trade Unions**

### **Job Description**

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | Office Support Worker   |
| <b>Accountability</b> | Ultimate accountability through the General Secretary to the Executive Committee of the General Federation of Trade Unions. |
| <b>Line manager</b>   | Operations Manager  |
| <b>Work Location</b>  | The GFTU Office wood Lane Quorn.  |
| <b>Working hours</b>  | 20 hours per week, 1pm-5.00pm Monday-Friday.  |

#### **Principle Duties and responsibilities**

- 1 To assist the Operations Manager in maintaining an efficient national office of the GFTU and Educational Trust.
- 2 To record and manage incoming and outgoing post and calls, process stationery orders, process incoming and outgoing deliveries, maintain office equipment records and liaise with office and equipment suppliers to ensure constant efficient functioning.
- 3 Assist the Operations Manager in maintaining a healthy and safe environment and legally compliant office with good PAT testing, fire safety arrangements and neat and tidy office environments and the neat storage of archives and property.
- 4 To tackle practical issues that may arise from time to time in order to maintain an efficient office environment.
- 5 To assist the Operations Manager regularly and the General Secretary and his Personal Assistant and Head of Finance from time to time with administrative, copying, clerical and other important tasks as agreed with the Operations Manager.
- 6 To undertake some administration of events and educational activities as required from time to time and inputting of data as directed by the Operations Manager.

#### **Reporting and Accountability**

- 1 To attend supervision meetings as required with the Operations Manager
- 2 To attend GFTU Staff Meetings and other meetings, events or conferences as may from time to time be required.
- 4 To report on any particular aspect of work as required by the General Secretary.

**March 2017**

## **General Federation of Trade Unions.**

### **Office Support Worker**

#### **Background.**

This is a new post primarily designed to assist the Operations Manager in running an efficient national office for the activities of the General Federation of Trade Unions, [www.gftu.org.uk](http://www.gftu.org.uk) and the GFTU Educational Trust <https://user-tkb9xx.cld.bz/GFTU-Education-in-Action-2017-2018>.

You will enjoy making things tick and work efficiently in an organised fashion. You will know what makes an office work well and keeps colleagues happy and working efficiently.

Currently the office is based in the Lodge building in the grounds of Quorn Grange Hotel. You will have free access to the hotel's gym and discounts on meals and accommodation. There are currently five full time and three part time staff in the busy office, but there will soon be two additional members of staff one full time and one part time. The office is too small and plans have been agreed to move into bigger offices in the future depending on building times.

You will like to be organised on computer and with paper, though we tend to try and be as paperless as possible.

You will understand competing demands in the workplace and what needs to be done to make it safe and secure and legally compliant and the importance of enabling others to get on with their work by removing practical and administrative obstacles.

You will like systems, meeting deadlines and not letting things slip.

The organisation is growing and there is scope for this person to grow with us to and get further training and support and have new opportunities.

The post will be subject to a six month probationary period. You can enter the employer's pension scheme. You will be given induction and support.

**March 2017**