March 2018

Dear Applicant

**CLERICAL/ADMINISTRATIVE ASSISTANT (BAND 7): EASTERN REGIONAL OFFICE (MATERNITY LEAVE COVER)**

**JD REF: R507**

Thank you for your interest in the above full-time position of Clerical/Administrative Assistant in the Eastern Regional Office based in Kennett (Newmarket) with the National Education Union (NUT Section). This role is a full time maternity leave cover which we anticipate will last until Christmas 2018

The following documents are enclosed for your information:

Application Form

Job Description and Person Specification

Summary of Conditions of Service and salary

Details for submission of application

The Union's Equal Opportunities Employment Policy Statement

NUT Information Sheet

If you wish to apply for this position, please note that the closing date to return your completed application form is **mid-day Tuesday 27th March 2018.**

**Please note that due to the high response rates we receive, we are only able to write to those applicants who are placed on the shortlist for interview. We also regret we are unable to provide feedback to applicants who are not shortlisted for interview.**

If you have any general enquiries, please do not hesitate to contact the Personnel Section on 020 7380 4747, in the first instance.

Yours sincerely

ROBERTO LATTARULO

Principal Officer – Selection, Recruitment & HR Support

Business Services Department



As a potential applicant for a role at the National Education Union, we want to let you know more about us. The National Education Union came into existence on
1 September 2017 bringing together the best of Association of Teachers and Lecturers (ATL) and the National Union of Teachers (NUT).

The National Education Union stands up for the future of education by bringing together more than 450,000 teachers, lecturers, support staff and leaders working in maintained and independent schools and colleges across the UK.

Combining the expertise and experience of both ATL and the NUT, the National Education Union is the largest education union in Europe and the fourth largest union in the Trades Union Congress (TUC). We are an effective and powerful voice – championing everyone who works in education.

We’re committed to making education a great place to work, a great place to teach, and a great place to learn. Representing the entire education workforce the National Education Union has a powerful and persuasive voice when championing the rights of teachers and education professionals, and standing up for education.

The National Education Union is a force for change in the world of education – a union with the resources, the members and the professional staff to make a difference to education professionals and the children, young people and adults they serve.

Working at the National Education Union will provide you with opportunities to use your skills and experience to meet current challenges in the sector and to better support the education profession.

To find out more about the National Education Union see [www.neu.org.uk](http://www.neu.org.uk).

**JOB DESCRIPTION**

**TITLE:** CLERICAL/ADMINISTRATIVE ASSISTANT (R507)

**GRADE:** BAND 7

**LOCATION:** EASTERN REGIONAL OFFICE

(KENNETT, NEWMARKET)

**RESPONSIBLE TO:** REGIONAL SECRETARY

**THE ROLE OF THE REGIONAL OFFICE:**

The Union employs over one hundred employees in eight regions and in Wales and these offices are supported by central office departments located at NUT Headquarters, Hamilton House. The regional offices have responsibility for supporting our local associations and divisions in their organising work and taking the Union’s services into schools and providing advice, guidance and support to members both on an individual and collective basis.

The Regional Secretary is assisted by a team of Regional Officers based in the Regional Office who undertake members’ casework including up to representation at tribunal, participating in negotiations with local employers, undertaking recruitment activities and campaigns, providing training for local Union representatives and promoting the Union locally. Additionally each Regional Office in England and the NUT Cymru Office in Wales has a Solicitor providing legal assistance to members and to the Union generally in the region/Wales. This includes the representation of individual members in the Courts and Tribunals and involves technical work in legal processes. Further assistance on all aspects of professional services is offered at regional level. The Regional Secretary is also assisted by Regional Organisers in supporting Associations and Divisions.

Oversight and co-ordination of the Wales/regional structure and dissemination of key policy areas, information, advice and support is provided by the Assistant General Secretary, Organising and Membership Department at Headquarters.

The Senior Solicitor has overall responsibility for all legal aspects of the Union's work. The Assistant General Secretary - Organising and Membership, has overall responsibility for the development and implementation of policies and strategies relating to membership recruitment and retention and will advise Wales/Regional Secretaries on all aspects of membership recruitment and retention. Headquarters' Assistant Secretaries provide information, advice and support on policy areas for dissemination to members by the most appropriate means, for support to the Wales/regional structure and in response to requests from Wales/Regional Secretaries in respect of individual matters and cases.

The Regional Secretary has overall responsibility for the work and efficiency of the Regional Office. The Principal Officer undertakes day-to-day administrative direction of the Regional Office and is assisted by the role of Casework Support Officer. In addition, the Administrative/Clerical Assistants are responsible for providing assistance of an organisational, administrative, secretarial and clerical nature relevant to their particular areas of work.

Broad responsibilities are allocated to particular staff within the Regional Office but staff will be requested to undertake such other duties appropriate to their grade which may be allocated by the Regional Secretary and which are relevant to the work of the Regional Office.

Staff have responsibility for keeping under review procedures and systems relating to their area of work within their office, including the use of new technological developments where advantageous.

**PRINCIPAL RESPONSIBILITIES**

1. To maintain awareness and to provide general administrative, clerical and secretarial support and assistance to ensure the prompt and efficient delivery of the Union’s campaigns and priorities in supporting, engaging and involving members.

2. To maintain familiarity with the functions of the Union and the Regional Office to respond appropriately to incoming phone calls and correspondence and to ensure that those making contact with the office are directed to the appropriate source for advice.

3. To assist Regional Office staff in arranging and preparing for a variety of regional meetings, events and courses, both in-house and externally.

4. To have responsibility for maintaining hard copy and electronic filing systems and IT databases within the office and for generating reports.

5. To liaise with colleagues at HQ and in the Regions/Wales over a variety of relevant issues.

6. To use such equipment and IT systems as is necessary for the performance of the post.

7. To undertake such other duties appropriate to grade as may be allocated from time to time.

**PERSON SPECIFICATION**

1. **SKILLS, KNOWLEDGE AND ABILITIES**

**Essential Criteria**

(a) Good/accurate audio/copy typing/word processing skills and skills in using a variety of software packages such as Microsoft Word, Outlook, Powerpoint, Excel.

(b) Good administrative and organisational skills and ability.

(c) The ability to work under pressure as part of a team.

(d) Skills and ability to deal with telephone calls in a confident and professional manner appropriate to the circumstances.

(e) Ability to use and to maintain office database systems.

Desirable Criteria

 (a) Ability to use other Microsoft Packages, such as Access.

2. **QUALIFICATIONS AND EDUCATION**

Essential Criteria

(a) A good standard of general education

Desirable Criteria

None

3. **EXPERIENCE**

Essential Criteria

(a) Experience in dealing with telephone callers in a confident, sensitive, sympathetic and friendly manner.

Desirable Criteria

(a) Assisting in the organisation of meetings and undertaking administrative tasks.

(b) Working in a trade union or customer service environment.

4. **SPECIAL CONDITIONS**

Essential Criteria

(a) Understanding of and commitment to the NUT's objectives to promote equality and oppose unfair treatment.

(b) A willingness to receive training appropriate to the role.

(c) Sympathy with the aims of the NUT.

Desirable Criteria

None

/2014/Gen rev July 2017

**SALARY AND OUTLINE OF CONDITIONS OF SERVICE**

**Annual Salary**

Salary will be on our Band 7 scale as follows:

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| £20,397£21,018£21,633£22,242 |  |

All appointments are made at the minimum point of the scale and therefore the basic commencing salary will be £20,397 per annum. In addition, you will receive a non-superannuable luncheon allowance currently £978pa, giving you a total of £21,375pa. Increments are paid annually on the anniversary of appointment to the post until the maximum of the scale is reached.

In accordance with the Conditions of Service, salaries are paid by direct credit to the employee’s bank account on the 25th of each month (or the previous working day where the 25th falls on a weekend or holiday).

**CONDITIONS OF SERVICE**

**Location**

Please note that this post is located in our Eastern Regional Office based at Elm House,
45a Anvil Way, Kennett, Newmarket, Suffolk CB8 8GY.

**Leave**

The post attracts a basic annual leave allowance of 25 days (pro-rata for part-time) rising with service. In addition, the Union offers generous concessionary leave at Christmas and following some Bank Holidays.

**Hours**

The Eastern Regional Office is open between 9am and 5pm. Clerical/Administrative staff hours of work are 34¼ per week, worked between 9am and 5pm.

**Healthy Living Allowance**

Employees of the National Education Union (NUT Section) are able to claim a contribution of up to £15 per month towards approved health living activities, such as regular gym membership, exercise classes etc.

**Childcare Vouchers**

After one year’s qualifying service, employees are able to claim assistance towards childcare costs for one child under the age of five years old. A salary sacrifice scheme is in place enabling additional childcare vouchers to be bought.

**Pension**

The National Education Union (NUT Section) operates its own contributory, final salary pension scheme.

**Equal Opportunities Employment Policy Statement**

The National Education Union (NUT Section) is fully committed to equal opportunities in all its policies and practices, as set out in the EOEPs. All employees are expected to have an understanding of and commitment to the NUT Section’s objectives to promote equality and oppose unfair treatment.

**GUIDANCE WITH OUR APPLICATION PROCESS**

**Completing the Application Form:**

The whole of your application form and any additional information will be photocopied for the short-listing panel.  Your form should therefore be typed or clearly written in black ink.  Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

**The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for.  When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.**

If you have downloaded a copy of the form from our website, you can complete this as a Word document, and email it back by the closing date specified for the job you wish to apply for to NUT-Jobs@neu.org.uk.  Please ensure you complete the accompanying form confirming whether or not you have any unspent criminal convictions or cautions.

If you have received an application form in the post, please complete the form in black ink or type, and post or scan/email it back to the National Education Union (NUT Section), Personnel Section, Hamilton House, Mabledon Place, London WC1H 9BD by the closing date for the job you wish to apply for.  **Please ensure you add the job title and JD number (the job reference number).**

*Please note that we will not process or keep on file completed application forms or CVs which do not relate to a specific job advertisement.*

We regret we are unable to write to those not successful at the shortlisting stage due to the volume of applications we receive.  We are also unable to provide feedback to those who are not shortlisted for interview.

**References and Health Clearance:**

All offers of employment with the National Education Union (NUT Section) are made subject to receipt of satisfactory employment references, health clearance and evidence of right to work in the UK (as required by legislation).

***References***: Although it is not our normal practice, please note that references *may* be taken up prior to interview.  If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

***Health Clearance***: If you are offered a post with the National Education Union (NUT Section), you will be asked to complete an online, pre-placement BUPA health questionnaire.  An offer of employment will only be confirmed once BUPA Occupational Health has completed their assessment and we have received confirmation from them of health clearance in respect of the role offered to you.  Please note that the Health Questionnaires are totally confidential to BUPA Wellness Occupational Health Department.

***Full and valid Driving Licence:*** Some of our roles require prospective applicants to hold a full and valid driving licence, by the time they submit a completed application. If such requirement is applicable to the role, this will be clearly outlined in the Person Specification section of the Job Description. Evidence of this will be checked accordingly during the pre-employment checks, which are part of our job offer process.

***Evidence of Right to Work in the UK:*** *(as required by relevant legislation):* All applicants offered a position with the NUT, will be asked to provide appropriate documentation to show that they have the right to work in the UK before commencing employment.  We will copy and hold such evidence on the employee’s personnel file during the period of employment.

All employees are also required to complete a declaration form regarding Criminal Convictions – details are contained within the Application Form.

**Interview expenses:**

Candidates invited for interview will be able to claim reasonable travel expenses on the following basis: 2nd class return travel expenses from the candidate's home to the place of interview (rail/bus/coach).  Please note that other expenses are not normally met.  If you believe that you will incur some other expense in attending the interview, you should identify this and seek approval from the Personnel Section in advance of the interview.

***Note car travel incurred in attending interviews:*** Please note, applicants choosing to use their own car to attend an interview for personal convenience may only claim the cheaper method of travel between the rail fare that would have applied to the journey (2nd class/concessionary rates) and the National Education Union (NUT Section) car mileage allowance, notwithstanding the actual means of travel.

**Equal Opportunities Monitoring Form**

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application on receipt in the office.  We would wish to assure you that the form will be used purely for monitoring purposes.

**September 2017**



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|  | **NATIONAL UNION OF TEACHERS****EQUAL OPPORTUNITIES****EMPLOYMENT POLICY** |
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**1. INTRODUCTION**

1.1 The aim of the NUT's Equal Opportunities Employment Policy (EOEP) is to ensure that no member of staff or job applicant receives less favourable treatment on the grounds of race, class, sex, marital status, disability, sexual orientation, age, and political or religious beliefs. The NUT agrees to an annual review of procedures to ensure that no particular group is placed at a disadvantage by conditions or requirements, which have a disproportionately adverse effect on them.

1.2 The NUT believes that recruitment to the NUT's service should show awareness of differences within the community. The NUT recognises that members of groups discriminated against may possess experience and an awareness which could be used to the advantage of the NUT.

1.3 Positive steps shall be taken to attract people with disabilities to apply for work with the NUT. The NUT shall, within resources available and with appropriate assistance/grants from the relevant Government agency as appropriate, provide equipment and/or adapt premises and equipment where reasonable, in order to meet this objective.

1.4 The NUT agrees that members of disadvantaged groups should be actively encouraged including through the Union’s Personal and Professional Development (PPD) Scheme to participate in the Union’s Staff Training Programme, which will take into account any special needs of such groups in relation to their career development.

1.5 The policy statement sets out clearly the NUT's commitment and approach to equal opportunities in employment. The NUT will implement the agreed procedures covering recruitment, advertising, selection and interviews set out in the document entitled ‘Selection and Recruitment Procedures’. The NUT will make this policy statement known to employees both present and prospective.

1.6 The NUT recognises the importance of all those with responsibility for recruitment, selection and promotion within the Union having a clear understanding of the need to guard against the use of stereotypes in drawing up adverts, job descriptions or selection criteria. In particular, such employees will need to develop a clear understanding of the NUT’s EOEP and its guidance on selection and recruitment procedures. The NUT will ensure that the training needs of such staff are considered within the Union’s training programme for staff. In addition, all staff shall receive copies of the Union’s EOEP policy and its Selection and Recruitment Procedures.

1.7 The NUT recognises that, in order to further promote equal opportunities in employment, it is essential to ensure that employees are not subjected to any form of discrimination or inappropriate treatment in the workplace on the grounds of race, class, sex, marital status, disability, sexual orientation, age, and political or religious beliefs and that it is essential for the Union to promote positive attitudes to all colleagues.

1.8 The NUT is committed to implementing the positive steps outlined in this policy statement to enable individuals and groups who face discrimination to have equal opportunities in appointment and promotion. (This commitment to positive action is not to be confused with positive discrimination at the point of selection.)

**2 MONITORING**

2.1 Regular Joint Secretaries’ meetings, reporting to the UNCC will promote commitment to the policy and assist in reviewing its effectiveness. To assist in this process, the NUT will undertake monitoring exercises.

2.2 The General Secretary shall have overall responsibility for the implementation of the equal opportunities employment policy. The Director of Business Services shall also have general responsibilities in these matters.

2.3 A procedure will be established to deal with complaints about non-compliance with the EOEP policy statement where agreed procedures have not been followed. Complaints should be directed to the Director of Business Services in the first instance.

**3. JOB DESCRIPTIONS**

3.1 All jobs shall have job descriptions, describing the duties of the job, which shall comply with the NUT’s EOEP.

3.2 When vacancies occur, existing job descriptions shall be reviewed to ensure that all duties comply with the NUT’s EOEP.

3.3 Care shall be taken to ensure that no discriminatory language is used in any job descriptions.

**4. PERSON SPECIFICATIONS**

4.1 A person specification shall be drawn up based on the job description of each post. The specification shall provide a summary of the essential knowledge, skills, abilities, qualifications and experience and required of the post holder. The qualities specified must not be unnecessarily restrictive or demanding. A standard specification form will be used.

**5. EDUCATION AND EXPERIENCE**

5.1 In considering experience which may be relevant to Union employment, the NUT will consider types of experience which may be relevant but may have been gained outside the confines of formal employment, e.g. experience in the voluntary/community sector or home environment.

5.2 Education and experience should be considered in relation to each other and neither element shall be taken in isolation. Subject to any overriding statutory requirements relevant experience may be regarded as a substitute for certain required educational qualifications.

**6. ADVERTISING/SHORTLISTING/INTERVIEWS**

6.1 The NUT recognises that the wording and placing of advertisements has major implications for promoting equality of opportunity. Similarly, the importance of following properly established procedures for short listing and interviews is recognised.

EQOPS.APP

24 July 1998

Reviewed/updated Nov 2010/Dec 2016

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| NUT oblong 655.jpg | **NATIONAL UNION OF TEACHERS****THE LEADING UNION FOR TEACHERS** |
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The National Union of Teachers, which has been in existence since 1870, organises teachers in England, Wales, the Isle of Man, Guernsey & Jersey and in Service Children’s Schools throughout the World. The NUT is the largest of the teachers’ organisations and has more members in membership than any other teachers’ association. It leads the teaching profession and, to the public, is Britain’s best-known teachers’ union.

The NUT recruits into full membership qualified teachers only who are working in educational establishments, whether teachers, head teachers, supply and part-time teachers, chief education officers or LA advisers. We recruit in local authority (LA) schools and in independent schools.

As the largest teachers Union, operating from our central London HQ, eight regional offices and NUT Cymru in Wales, the NUT has the resources and staffing to meet the needs of those who are admitted to membership, all of whom may require professional support, advice and guidance in all aspects of their professional work.

As the major professional organisation, the NUT also plays a leading role in influencing education policies at national and local levels and is represented on major national education bodies. At local level NUT representatives participate in the various policy-making, negotiating and consultative bodies.

The Union employs around 300 employees, with approximately half of those based at NUT Headquarters and the remainder spread between eight regional Offices (Northern, North West, Yorkshire/Midland, Midlands, Eastern, South East, South West and London) and NUT Cymru. The NUT AdviceLine, which is part of the Advice, Policy and Campaigns Department at NUT Headquarters, is located at Lazarus House (Ground Floor), 14 Princes Street, Doncaster DN1 3NJ. Lazarus House is also the home of our Yorkshire/Midland Regional Office.

Policy, campaigning and support departments are based at Headquarters, whilst regional offices and NUT Cymru are the first point of contact for members. Each regional office and NUT Cymru has an experienced and dedicated team of staff handling members’ individual and collective casework as well as organising throughout their area.

The Union offers highly competitive salaries, together with an excellent conditions of service and benefits package, including a contributory final salary pension scheme.

We are an equal opportunities employer and welcome applications from anyone who considers they can meet the essential criteria of any advertised position.

Further information about the Union can be found on our website at: www.teachers.org.uk. Information about current employment opportunities can be found at: www.teachers.org.uk/job-vacancies.

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|  | **Areas Covered** |
| **REGION AREA 1**NUT Northern Regional Office3 McMillan CloseSaltwell Business ParkGATESHEADNE9 5BF | City of Sunderland, City of York, Cumbria, Darlington, Durham, Gateshead, Hartlepool, Middlesbrough, Newcastle upon Tyne, North Tyneside, North Yorkshire, Northumberland, Redcar & Cleveland, South Tyneside, Stockton |
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| **REGION AREA 2**NUT North West Regional Office25 Chorley New RoadBOLTONLancashireBL1 4QR | Blackburn with Darwen, Blackpool, Bolton, Bury, Cheshire East, Cheshire West and Chester, Halton, Isle of Man, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, St Helens, Salford, Sefton, Stockport, Tameside, Trafford, Warrington, Wigan, Wirral |
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| **REGION AREA 3**NUT Yorkshire/Midland Regional OfficeLazarus House (First Floor)14 Princes StreetDONCASTERDN1 3NJ | Barnsley, Bradford, Calderdale, Derby City, Derbyshire, Doncaster, East Riding of Yorkshire, Grimsby, Hull, Kirklees, Leeds, Lincolnshire, North of Lincolnshire, Nottingham City, Nottinghamshire, Rotherham, Sheffield, Wakefield |
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| **REGION AREA 4**NUT Midlands Regional OfficeTudor Court8 Edward StreetBIRMINGHAMB1 2RX | Birmingham, City of Leicester, Coventry, Dudley, Herefordshire, Leicestershire, Rutland, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Walsall, Warwickshire, Wolverhampton, Worcestershire, The Wrekin |
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| **REGION AREA 5**NUT Eastern Regional OfficeElm House45a Anvil WayKennettNEWMARKETSuffolk CB8 8GY | Bedford Borough, Buckinghamshire, Cambridgeshire, Central Bedfordshire, Essex, Hertfordshire, Luton, Milton Keynes, Norfolk, Northamptonshire, Peterborough, SCE Worldwide, Southend on Sea, Suffolk, Thurrock |
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| **REGION AREA 6**NUT South East Regional OfficeBritton HouseCollege RoadARDINGLYWest Sussex RH17 6TT | Bracknell, Brighton & Hove, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Oxfordshire, Portsmouth, Reading, Slough & Eton, Southampton, Surrey, West Berkshire, West Sussex, Windsor & Maidenhead, Wokingham |
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| **REGION AREA 7**NUT South West Regional Office1 Lower AvenueHEAVITREEExeterDevon EX1 2PR | Bath Radstock & NE Somerset, Bournemouth, Bristol, Cornwall & Isles of Scilly, Devon, Dorset, Gloucestershire, Guernsey, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire |
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| **REGION AREA 8 – WANDSWORTH** |
| NUT London Regional OfficeThe Pavilion90 Point PleasantRiverside QuarterLONDONSW18 1PP | Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Greenwich, Hackney, Haringey, Havering, Islington, Kensington & Chelsea, Kingston, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster |
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| **WALES – CYMRU**NUT Cymru OfficeTŷ Sinnott18 Neptune CourtVanguard WayCARDIFFCF24 5PJ | Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Merthyr Tydfil, Monmouthshire, Newport, Pembrokeshire, Powys, Rhondda Cynon Taf, Swansea, Tawe Afan Nedd, Torfaen, Vale of Glamorgan, Wrexham, Ynys Mon |

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| **NUT ADVICELINE** (part of the Advice, Policy and Campaigns Department)Lazarus House (Ground Floor)14 Princes StreetDONCASTERDN1 3NJ |