



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Administrative Support Assistant, Cumbernauld
Council:	Ministries Council
Date:	September 2019 – fixed term until 31 December 2020
Main Purpose of Post:	To assist a visually impaired staff member with general administrative duties.

Main Duties

- To assist with reading e mails, including converting JAWS speech package to word documents as appropriate;
- To open and read mail;
- To assist with preparation of responses to mail;
- To maintain filing system;
- To assist with research of Bible commentaries and other material;
- To undertake other duties, as required, in line with the key tasks of the post.

**Administrative Support Assistant
Person Specification:**

	Essential	Desirable
Skills, abilities and knowledge		
Experience of support to visually impaired people.	✓	
Excellent administrative skills	✓	
Sound organisational ability and effective time management skills	✓	
Good standard of computer literacy and ability to use various software packages	✓	
Good verbal and written communication skills	✓	
Ability to use own initiative to plan and prioritise workload	✓	
Personal Qualities		
Sympathetic to the values and ethos of the Church of Scotland	✓	
Good team member	✓	
Ability to maintain confidence and act with discretion	✓	
Able to work on own initiative	✓	

Vacancy: Support Assistant

Terms and Conditions

- The salary scale for this post is £17,877 to £19,357 per annum pro rata.
- This is a fixed term post until 31 December 2020.
- Your normal hours of work are 14 hours per week spread over a 5 day week, and will be agreed locally. A degree of flexibility around these will be required.
- The post is based in the Cumbernauld area.
- There are 5 weeks pro rata annual paid leave in each full holiday year. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- Membership of Disclosure Scotland's PVG Scheme will be required.

Informal enquiries can be made to the HR Department 0131 240 2270 Closing date is 12 noon Thursday 24 October 2019.