



**National
Examining
Board for
Dental Nurses**

Job Description

Job Title:	Secretarial Support Officer
Accountable To:	Executive Assistant
Accountable For:	No direct reports
Location:	Remote or hybrid working (Flexible)

Our Objects

All NEBDN employees are expected to contribute to the objects of the charity:

To improve the education and training of dental nurses to enable skill, safety and operational excellence to be achieved, meeting the high standards set by the charity for the benefit of both the general public and the dental profession

Job Purpose

NEBDN are recruiting for an experienced Secretarial Support Officer to support the Committees and the Executive Team. We require excellent organisational and IT skills, attention to detail and a proactive approach.

As the National Examining Board for Dental Nurses, NEBDN supports high standards in dental nurse training and career development. We look to innovate, improve by working collaboratively with key stakeholders across the profession.

This is an opportunity to join an expanding team and support the CEO, Senior Management Team and the Board. **Part-time 21 hours per week (Mon-Fri)**

Key Accountabilities

1. Liaise with the Executive Assistant, CEO and relevant Chairs of the Committees to draft agendas for each meeting.
2. Coordinate with the Executive and Management team on pre-read documentation for Committee meetings
3. Liaise with Committee members to determine meeting dates, collate attendance records
4. Issue diary invitations, videoconferencing links and pre-read documentation for Committee meetings and liaise with any external attendees
5. Collate pre-read documentation feedback in advance of the meetings for the Executive
6. Produce accurate and comprehensive minutes of Board and Committee meetings within 7 days of those meetings; coordinate draft minutes through sign off by the CEO and Chair, and issue them promptly to members



**National
Examining
Board for
Dental Nurses**

7. Maintain action logs for Committee meetings and update accordingly
8. Performs other general clerical and secretarial duties as required

General Requirements

1. Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of NEBDN.
2. Seek to continuously improve in all aspects of the job role
3. Positively participate in internal/external meetings and training.
4. Positively participate in regular one to ones and annual appraisals.
5. Ensure that all NEBDN's policies and procedures are adhered to at all times.
6. Work in accordance with NEBDN's culture, values, aims and objectives.
7. Act as a positive ambassador for the charity at all times.
8. Undertake any other duties that may be reasonably required from time to time.
9. Acknowledging the need for professional sharing of information with relevant parties, maintain strict confidentiality of information conveyed to them by the Chief Executive Officer, Senior Managers, Trustees, beneficiaries, staff and external organisations.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may make any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's role.

Person Specification

Post: Secretarial Support Officer		
Criteria	Essential or Desirable	Method of Identification
Qualifications: A Level Standard	Essential	Application



Evidence of commitment to own continuing development	Desirable	Application
Proven Experience:		
Administrative experience in a fast-moving environment (minimum 2 years)	Essential	Application/Interview
Experience of effectively managing multiple priorities and deadlines	Essential	Application/Interview
Experience of organising meetings, agendas and taking accurate minutes and logging actions	Essential	Application/Interview
Knowledge, Skills and Abilities:		
Excellent IT skills including Microsoft Office and video conferencing	Essential	Application/Interview
Excellent minute taking, and letter writing skills with a high level of understanding of the English language (spelling, grammar and vocabulary)	Essential	Application/Interview
Excellent communication skills at all levels	Essential	Interview
Personal presence and able to represent the organisation professionally	Essential	Interview
Excellent organisational skills and ability to prioritise multiple tasks	Essential	Interview
Attention to detail and high standards of accuracy	Essential	Application/Interview
Behaviours:		
High standards of personal ethics and integrity	Essential	Interview
Personal qualities of self-awareness and self-management	Essential	Interview
A genuine desire for service excellence and continuous improvement	Essential	Application/Interview



**National
Examining
Board for
Dental Nurses**

Other Attributes: Able to be flexible in hours of work when required including some evenings and weekends	Essential	Application/Interview
Able and willing to travel on business when required including overnight stays	Essential	Interview
Empathy with NEBDN's aims and objectives	Desirable	Interview