



ng2 Recruitment Pack

Administration Assistant



Our Vision:

A community where people can flourish and prosper





Welcome to ng2 Ltd.

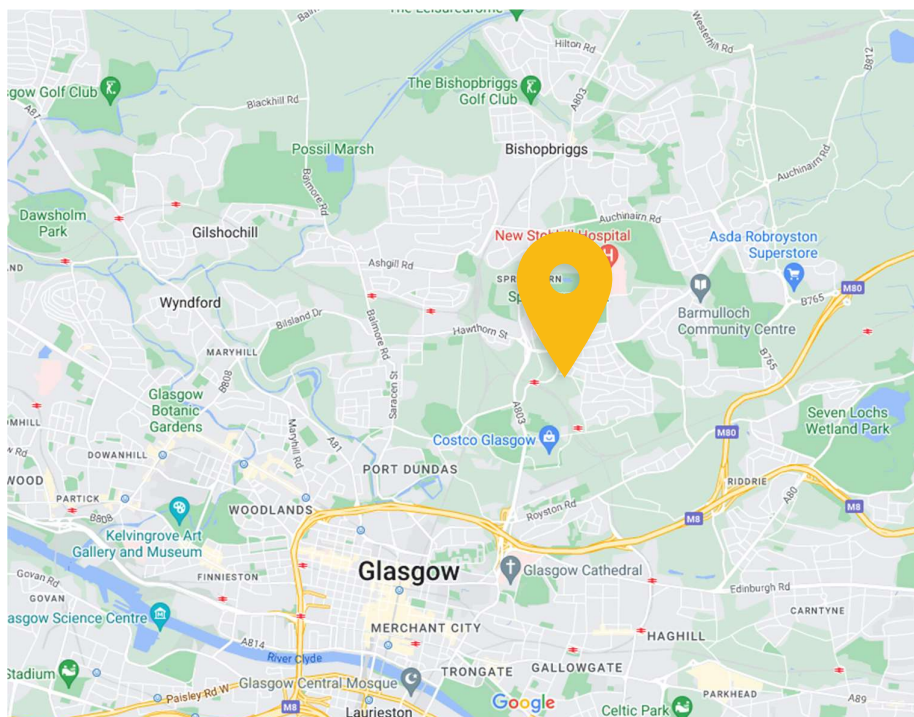
Thank you for showing an interest in ng2 and the role for which we are currently advertising.

ng2 is a wholly owned subsidiary of ng homes, one of Scotland's leading housing associations with a reputation for delivering excellent pro-active services. A leading community-based Housing Association that provides housing and support services to almost 7,000 tenants and owners within North Glasgow. ng homes' customers are at the heart of our business, and we strive to deliver customer service excellence in all that we do.

Having motivated and enthusiastic staff who want to deliver for the organisation is critical to this.

We hope you find this pack provides you with an overview of who we are and the vital work we do – and helps support you as you complete your application.

We wish you every success in your application.





Introduction to ng2 Ltd.

ng2 Ltd is a wholly owned subsidiary of ng homes, a Registered Social Landlord, Housing Association and Registered Scottish Charity based in North Glasgow, Scotland and operates as a Social Enterprise.

The ng2 Ltd subsidiary officially started operations in 2010 and we have grown year on year ever since.

The Social Enterprise was set up for two main reasons; to provide essential services to our tenants and their homes and to provide opportunities for local people. From essential maintenance to energy advice and support, we endeavour to provide our people with opportunities to develop their skills. At ng2 Ltd we also support local employability programmes.



At the very heart of what we do is ensuring services, support and maintenance serve the people of North Glasgow. We are constantly developing to meet new challenges and evolving to meet the demands of North Glasgow.

The idea is that costs for maintenance or upkeep which would normally be outsourced are kept within the community. This allows us to invest more in our own people, whilst saving costs which are better invested elsewhere.

ng2 Ltd currently employs approximately 80 people and this is rising every year. We are proud of ng2 Ltd.'s early success but there is much more work to be done.

Our Values



- ⇒ We are a quality organisation delivering excellence
- ⇒ We act with integrity
- ⇒ We are friendly and treat people with respect
- ⇒ We are customer focused and put the customer first
- ⇒ We are trusted and trusting
- ⇒ We are accountable



Tell me more

Detailed Conditions of Service will be issued within your contract of employment if you are appointed. The following is a summary of the main conditions:

✓ **Salary**

You will be paid monthly on the 28th of each month directly into your nominated bank account.

✓ **Holidays**

Your annual holiday entitlement is a minimum of 28 days per year (accrued pro-rata depending on the shifts worked and on completed months of service during the calendar year).

Completed year(s) service	Total Annual Leave
0 – 1 year	28 days
1 – 2 years	29 days
2 – 3 years	30 days
3 – 4 years	31 days
4 – 5 years	32 days
5 years and over	33 days

This is inclusive of any days designated or recognised as 'bank' or 'public' holidays.

The Company will advise you of any holidays that must be taken on specific days, for example, 25 & 26 December and 1 & 2 January in any calendar year.

There is no automatic right to time off on 'recognised' public or bank holidays and all requests for annual leave must be submitted to your line manager in advance for authorisation dependent on the demands of the service.

✓ **Hours of work**

These will be in line with the local arrangements in place for each area of operation within the Company.

For Close Cleaning and Environmental Services these will normally be Monday – Friday between the hours of 9.00 a.m. – 5.00 p.m. although all employees are expected to work flexibly depending on the requirements of the service. Lunch breaks will be advised by management at each location/area of operation.

The Company does not pay premium rates for hours worked out with normal operating times and reserves the right to use its discretion to compensate employees for such work by giving the equivalent time off in lieu or payment at 'plain time'.

✓ **Place of work**

All ng2 Ltd employees are required to work in any of the Company's premises and/or to work at designated sites / workstations as required by our client(s).

✓ **Pension**

From the age of 22 (and providing your salary is over £10,000 per annum) you will be auto enrolled into the Company Pension Scheme, administered by The People's Pension (provided by B & CE). When you are eligible to join, you will receive a Joiners Pack from the People's Pension that will give you more detailed information and will specify the percentage contribution level that ng2 Ltd has chosen for our scheme. Your communication from The People's Pension will outline your options in respect to the pension scheme including providing you with the opportunity to opt-out of the auto-enrolment scheme.

✓ **Sick Pay**

The Company does not operate an Occupational Sick Pay Scheme. However, if you meet the statutory qualifying conditions, you may be entitled to Statutory Sick Pay.

✓ **Sickness and Absenteeism**

The Company expects all employees to make every effort to come to work to ensure that sickness levels are kept to a minimum. While the Company's policy is to support employees with health concerns, sickness and absenteeism is monitored closely as good attendance and timekeeping are crucial to the effective delivery of the services we provide.

✓ **Health & Safety**

The Company is committed to the wellbeing and safety of all employees and the Health & Safety policies and procedures are constantly reviewed to ensure that we operate safely at all times in line with relevant legislation and good practice.

✓ **Family Friendly Policies**

Employees will be entitled to Maternity, Paternity, Adoption and Parental Leave in line with current legislation.

✓ **Equal Opportunities**

The Company is committed to equality in everything that we do and we will comply with the provisions of current legislation, primarily the Equality Act 2010.

✓ **Termination of Employment**

Notice periods for the termination of employment are dependent on length of service and will be made clear in your contract of employment.

✓ **Company Health Plan**

ng2 Ltd will provide a Healthcare Plan on behalf of all members of staff. The payment of this plan will be set by the organisation and may be varied without consultation. This will be treated as a taxable benefit.



Interested ...?

Here's what you need to know and how to apply.

Job Title: Administration Assistant
Location: North Glasgow
Hours: 35 hours per week (Monday to Friday, 9am to 5pm)
Hourly Rate: £14.21 per hour
Contract: Fixed term for 12 months
Company Health Plan included

ng2 Ltd is a wholly owned subsidiary of ng homes, which is one of Scotland's leading housing associations with a reputation for delivering excellent pro-active services. Since 2010 ng2 Ltd has developed an excellent track record for delivering a range of high-quality services for the housing association and delivering real and sustainable employment opportunities for local people.

ng2 Ltd is undergoing a period of change and growth. Be a part of something bigger, be part of our future, and come to work with us.

The Administration Assistant will provide a courteous and responsive service to all enquiries. The role will be focused on providing a high quality, efficient and effective administration service for ng2 and will provide clerical / administrative support to the wider ng2 team.

Experience of working in a customer care environment along with strong organisational and time management skills are essential as are excellent IT skills, specifically with Microsoft Office packages.

Experience of working within a multi-trades sector would be advantageous.

The successful candidate will be appointed on ng2 Ltd terms and conditions of employment. ng2 Ltd does not have a sick-pay scheme however a pension scheme is offered in line with auto-enrolment and annual leave is a minimum of 28 days per annum inclusive of public holidays.

If you wish to apply for this post, please download an application pack from www.nghomes.net or alternatively contact Marion Gallacher on 0141 336 1310 for a pack.

Completed application forms can be returned by email to HR@nghomes.net with the subject heading: Administration Assistant.

The closing date for receipt of completed applications is 12 noon on Wednesday 11 November 2026.

Applications received after this date will not be considered.

We reserve the right to close this vacancy earlier than the advertised closing date if we receive a suitable number of applications. Early application is therefore encouraged.

Please note that we do not accept CV.



Job Profile/Person Specification



Job Details			
Job Title:	Administration Assistant	Contract:	35 hours per week
Date Completed:	June 2026	Reporting To:	Administration Officer
Job Summary			
The Administration Assistant will provide a courteous and responsive service to all enquiries. The role will be focused on providing a high quality, efficient and effective administration service for ng2 and will provide clerical / administrative support to the wider ng2 team.			
Main Duties of the Post			
• Welcome office visitors, take messages and maintain the visitors book. • Ensure reception/administration area is maintained to a high standard and ensure all relevant notices, promotional material and information are displayed and up to date. • Manage all incoming and outgoing mail. • Carry out a range of administrative duties using Microsoft Office skills and in house systems. • Answer incoming calls from internal and external stakeholders in a professional and consistent manner. This may include logging jobs directly from the customer and making scheduling appointments using the ng2 digital platform Track Trade. • Assist with ordering materials. • Ensure regular action is taken on track trade to process problem jobs through to completion i.e no access or work in process jobs. • Ensure that any no access cases for Damp and Mould are emailed to the appropriate team and that the associated photo evidence is included. • Record and update any relevant compliance related data. • Monitor all relevant mailboxes and update or respond accordingly. • Record any relevant medical adaption information and respond accordingly. • Assist in booking staff events and administration of staff training records. • Assist with purchase and stock control of uniform and PPE for all ng2 staff. • Assist with purchase ledger administration. • Assist with sales invoicing and administration. • Liaise with the multi-trades staff and sub contractors in relation to repairs, providing timeous updates to the client. • Assist with day to day void/ repairs service delivery and administration where appropriate. • Gather all relevant certificates from contractors. • Gather all relevant void paperwork and ensure gathered in sharepoint folder. • Naming convention of certificates and file to void paperwork including collecting all documents and placing in correct folder. • Purchase order filing.			

- Ensuring invoices are processed in a timely manner, highlighting any issues to the Administrative Officer.
- Updating daily void tracker.
- Assist with administration of Planned Work programmes.
- Order stationery as required.
- Distribute general information to staff.
- Provide cover during lunchbreaks, and when required, to the Call Centre team, as directed by the Office Support Lead.
- Administer the Kelio time recording system, ensuring that changes are actioned efficiently and with the correct approvals.
- Escalate any Kelio clocking issues to the Administration Officer and relevant team manager.
- Deliver a range of administrative duties as required.
- Book in appointments with ng homes customers regarding scheduled works, where required.
- Ensuring all ng2's servicing programs has runs smoothly by ensuring appointments are recorded, letters are sent out and charts updated to reflect progress
- Update work orders via paper or digital platforms.
- Assist the Office Support Lead and Multi-Trade Manager to ensure a strict adherence to Health and Safety.
- Undertake administrative duties as required to support the processes of working to a safe, professional and efficient standard within the department and provide necessary auditing.
- Provide minute taking support at ad hoc meetings, as required.
- Any other relevant duties not described here but reasonably required.
- Assist with ensuring KPI's are met.

Person Specification

Category	Essential Criteria	Desirable Criteria
Experience	• Experience of working in a customer care environment • Proven track record in dealing with the public face to face and on the telephone • Experience of working to meet deadlines	• Experience of working within a multi-trades sector
Skills and Abilities	• Strong organisational and time management skills • Excellent communication skills, in person, on the phone and in written form • Excellent IT skills, specifically with Microsoft Office Packages • Ability to work on own initiative, meet deadlines and targets and deal with difficult situations • Ability to work under pressure • Ability to build positive internal and external relationships	• Minute taking skills

Qualifications and Knowledge	• Familiar with relevant H&S legislation • Knowledge and understanding of relevant policies, procedures, values and best practice	• Possession of a relevant administrative qualification • Understanding and practical knowledge of programme, sequence, timescale and delivery of contracts and services
Personal Qualities	• Reliable and highly self-motivated • Committed to providing a high level of customer care at all times • Committed to continuous improvement	
Other Requirements	• Ability to work out with normal office hours	



ng group Guidance Notes for Job Application

Please tick the boxes to confirm you have read these notes carefully – they are there to help you make the best of your application.

Please ensure you complete and return the Application Form, Declaration of Interest Form and Eligibility to Work in the United Kingdom Form. Failure to return any of these forms may result in your application being withdrawn from the selection process.

All posts will be subject to confirmation of qualification, eligibility to work in the United Kingdom, satisfactory references, satisfactory health clearance and PVG check (if applicable to the post).

1. The form should be typed or completed in black/blue ink for photocopying purposes.	Tick ☐
2. Please do not send in your curriculum vitae.	☐
3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of your last employer or someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note the referees will not be contacted prior to interview.	☐
4. The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will consider the information contained in your application form and assess this against the Person Specification.	☐
5. It is not the responsibility of the selection panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.	☐
6. If you are short listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more details. This will include your commitment to and understanding of Equal Opportunities.	☐
7. If you are related to any employee of ng homes or our subsidiary company ng2 Ltd, or to any Board or Sub-Committee member of ng homes or our subsidiaries ng2 Ltd or ng property (Scotland) – please provide details via the enclosed Declaration of Interest Form.	☐
8. ng group is an Equal Opportunities employer and we make appointments on merit, regardless of: age, disability, gender, reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.	☐



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