

## Administrative & Secretarial Employee A

CAO-PE / 19.00164

### Job information

Salary scale	4
FUWASYS-advice	4 – II b
Attribute scores	22122 22122 22 22
Total score	26
Date	12 December 2019

### Description of the position

#### Context

This function is one of the positions in the Administrative & Secretarial Employee category.

An Administrative & Secretarial Employee performs administrative and/or secretarial support, reception work, and contributes to professionalisation.

**An Administrative & Secretarial Employee A routinely performs administrative and secretarial tasks based on directions and standard procedures.**

The position of Administrative & Secretarial Employee exists in regular primary schools, an integral child centre ("Integral Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education, or a school governance, management or a service bureau staff.

### Tasks

- 1 Administrative support
  - Independently maintains the administration(s) and draws up standard summaries
  - Collects, collates and processes data in various administrative systems according to standard procedures.
  - Manages the petty cash, receives parental contributions and issues reminders about timeliness and the method of payment
  - Provides information about forms that require completion, the administrative procedures and the state of play
- 2 Secretarial support
  - Manages calendars and makes appointments
  - Handles reporting on meetings
  - Collects and sends meeting-related documents and arranges rooms
  - Checks incoming documents for completeness and requests any missing information
  - Works out concept texts, based on instructions, checks the layout and language use and makes improvements in consultation.
  - Creates, archives and updates work and other files
- 3 Reception work
  - Handles telephone traffic, receives visitors and refers them
  - Receives goods and postal items and handles sending documents
  - Provides information and responds to general questions from students, parents/guardians and other visitors
  - Identifies violations of house rules and addresses students and/or visitors about this

- 4 Professionalisation
  - Participates in training activities
  - Keeps required skills for the position up to date

#### **Framework, powers & responsibilities**

- Makes decisions on/about the following: collecting, organizing and processing data in various administrative systems according to standard procedures, managing the agendas and making appointments, and answering general questions from students, parents/carers and other visitors.
- Framework: regulations and working agreements for administration(s) and correspondence
- Accountability: to the hierarchically assigned manager responsible for the correctness and completeness of the provided administrative and secretarial support, reception activities and professionalisation.

#### **Knowledge and skills**

- General technical knowledge of administrative procedures, systems and organization
- Knowledge about application of (part of) internal guidelines and procedures regarding the GDPR
- Insight into operation of and possibilities offered by administrative systems and word processing software
- Skills in collecting, collating and processing data
- Skills in archive maintenance

#### **Contacts**

- With the Director and/or managers – about the administration and supplied data, in order to share information
- With third parties – about received documents, in order to share information
- With students and visitors – about matters of a general nature, in order to provide information