

Administrative & Secretarial Employee C

CAO-PE / 19.00166

Job information

Salary scale	6
FUWASYS advice	6 – II d
Attribute scores	32232 23223 22 32
Total score	33
Date	12 December 2019

Description of the position¹

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 C independently performs administrative and secretarial activities that require interpretation of data/information.

The position of Administrative & Secretarial Employee exists in regular primary schools, an integral child centre ("Integraal 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 administration(s) and draws up (periodic) summaries
 - **Collects, collates and processes information in administrative systems**
 - **Prepares management summaries** based on collected and compiled data
 - **Provides information, and applies (parts of) legislation and regulations in the implementation of administrative regulations and procedures**
 - **Makes proposals for improving the administrative process and procedures**
 - Provides information on various subjects and explains internal regulations and procedures
- 2 Secretarial support
 - Manages calendars and makes appointments
 - Provides organizational preparation and reporting of meetings
 - Checks incoming documents for completeness and requests any missing information
 - Handles action items, monitors the progress of plans and agreements made, and points this out to others
 - **Provides specific/custom correspondence and draws up draft and final documents**
 - Creates files, archives documents and manages the archive
- 3 Reception work
 - Handles telephone traffic, receives visitors and refers them

¹ The bold text indicates the level-determining elements in relation to the Administrative & Secretarial Employee B.

- Provides information and responds to general questions from students, parents/guardians and other visitors

4 Professionalisation

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

Framework, powers & responsibilities

- Decides on/about: **making proposals for improvement in the implementation of regulations and procedures, handling specific/customized correspondence**, and drawing up draft and final documents, 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 quality of the provided administrative and secretarial support, reception activities and professionalisation.

Knowledge and skills

- General technical knowledge of administrative procedures and systems and the administrative organization
- Insight into operation of and possibilities offered by administrative systems and word processing software
- Knowledge of internal guidelines and procedures regarding the GDPR
- Skills in creating improvement proposals
- Skills in drawing up draft and final documents
- Skills in archive management

Contacts

- With director and/or managers – about agendas, meeting-related documents, minutes and decision lists, in order to share information **and make appointments**
- With the director and/or managers – about the content and progress of agreements made, in order to share information
- With third parties – about the administration and documents supplied, in order to share information
- With students and visitors – about matters of a general nature, in order to provide information