

Auxiliary Staff Employee A

CAO-PE / 19.00169

Job information

Salary scale	5
FUWASYS advice	5 – II c
Attribute scores	22222 22222 22 22
Total score	28
Date	12 December 2019

Description of the position

Context

This function is one of the positions in the Auxiliary Staff Employee category.

An Auxiliary Staff Employee A carries out implementation and support in a defined part of the professional field, manages data, handles the administration, and provides services and contributes to professionalisation.

The following are examples of fields of operation: personnel & organization, finance, IT, housing, communication or teaching.

The approach to work includes an assessment based on established working agreements and procedures.

The position of Auxiliary Staff Employee occurs in a school, child centre or a school governance, management or a service bureau staff.

Tasks

- 1 Implementation and support in the professional field
 - Implements established regulations, procedures and/or (work) processes
 - Carries out routine organizational, procedural and administrative tasks in a specific part of the professional field
 - Assesses and deals with implementation aspects and guides complex issues through to completion
 - Processes custom requests, implements regulations and handles the regular correspondence
- 2 Data management and administration
 - Collects, assesses and processes information in administrative systems
 - Periodically prepares standard summaries
 - Creates files and archives documents
- 3 Service provision
 - Acts internally and externally as a point of contact for general queries and information
 - Assesses and handles requests, and provides general explanations of internal regulations and procedures
 - Supports and informs users
 - Liaises with suppliers and exchanges information concerning deliveries of products and services
- 4 Professionalisation
 - Participates in training activities
 - Keeps required skills for the position up to date

Framework, powers & responsibilities

- Decides on/about: implementing established regulations, procedures and/or (work) processes, as well as

collecting, assessing and processing information in administrative systems, and assessing and processing requests.

- Framework: working agreements, rules and regulations related to the professional field
- Accountability: to the assigned manager for the quality of the implementation and support in the professional field, data management, administration, services, and professionalisation.

Knowledge and skills

- Professional knowledge of a defined part of the professional field
- Insight into the school or organization's working method
- Skills in performing defined parts of (work) processes
- Customer-friendly skills
- Skills in collecting, organizing and assessing data

Contacts

- With employees and supervisors – in regard to support questions or requests in a defined area of the professional field, in order to respond to queries or provide services
- With employees who are involved in the same process – about the implementation and progress of support activities, in order to share information
- With external parties – about the delivery of products and services, with the goal of exchanging information