

Auxiliary Staff Employee B

CAO-PE / 19.00170

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 Auxiliary Staff Employee category.

An Auxiliary Staff Employee B 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 the work involves making choices based on one's own insight and interpretation.**

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

Work

- 1 Implementation and support in the professional field
 - Implements established regulations, procedures and/or (work) **processes and makes proposals for improvement**
 - Carries out 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 complex regulations and handles specific correspondence**
- 2 Data management and administration
 - Collects, assesses and processes information in administrative systems
 - **Manages the administration**
 - **Draws up customized summaries**
 - Creates files and archives documents
- 3 Service provision
 - Acts internally and externally as a point of contact for specific queries and information
 - Assesses and handles requests, and **provides specific explanations of internal regulations and procedures**
 - Supports and informs users
 - Liaises with suppliers **and makes agreements about the delivery of products and services**
- 4 Professionalisation

¹ The bold text indicates the level-determining elements in relation to the Auxiliary Staff Employee position.

- 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, collecting, assessing and processing information in administrative systems, the administrative management, assessing and processing requests, **and providing a specific explanation of internal regulations and procedures.**
- 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 improvement proposals for regulations, procedures and/or (work) processes, in order to make agreements**
- **With external parties – about the delivery of products and services, in order to make agreements**