

Job Classification System

EXAMPLE TASKS ADMINISTRATION SCALES 6 TO 8

Disclaimer: This job family assumes that the preceding level has been fully mastered before tasks at the next level are carried out.

Employee E, scale 6	Employee F, scale 7	Employee G, scale 8
Results to be achieved: Secretarial support		
• Acts as a point of reference/front office, identifies issues and sends reminders in the handling of matters: - Provides information about procedures and organisational processes; - Identifies problems, resolves them or reports on them. • Provides secretarial support: - Drafts letters, (standard/composite) overviews and reports at their own discretion - Sets up and maintains working files; - Is responsible for (project) files and the organisation of archives; - Identifies and reports faults and irregularities in relevant systems and applications that are also partly managed functionally; - Informs and supports users; - Supports complex (management) meetings, performs a filtering role and handles confidential information appropriately; - Carries out specific (more specialised) checks of (printed/digital) material or data; - Interprets matters/data and processes them in the systems/database(s); - Identifies bottlenecks and makes suggestions for improving and adjusting the administrative organisation and procedures, and oversees compliance with them.	• Provides the (coordination of the secretarial) support: - Handles non-standard requests; - Collects, checks, records and processes (or amends) data and checks output, identifies problems and reports on them; - Monitors the progress of their own work or the work of others; - Independently compiles (management) overviews and determines which items are and are not included; - Assesses system modifications for user-friendliness and application options, carries out tests, draws up reports and reports on them; - Gives instructions to users; - (Coordination of) secretarial (administrative) management, taking account of the priorities set; - (Coordination of) the handling of questions, requests, discussions and meetings that vary in nature and content; - Coordination of complex information flows; - Acts as a "buffer" towards the internal organisation and the external environment; - Makes connections and weighs up the consequences of actions; - Drafts letters at their own discretion, including in foreign languages, and collects and processes (additional) information for this purpose; - Handles the reporting at their own discretion, ranging from a concise action point list to detailed minutes and reports, monitors the progress and completion of arrangements made and decisions taken, and draws attention to deadlines being exceeded; - Manages budgets, provides information and draws up (progress and expenditure) overviews;	• Provides the coordination of the secretarial support and carries out policy support tasks: - Manages administrative system(s) and promotes coordination on integration with other administrative systems; - Handles substantively complex requests, including from external parties; - Advises on problems identified; - Draws up test scenarios, assesses system modifications, coordinates complex information flows; - Acts as a 'buffer' in a highly sensitive and complex social context towards the internal organisation and the external environment; - Assesses reputational risks on the basis of importance and urgency, makes connections and weighs up the consequences of actions; - Compiles (management) overviews (reports, overviews, specifications, explanatory notes and forecasts); - Collects varied information on the basis of clear instructions and draws up overviews/forecasts and explanatory notes; - Provides procedural and process support in preparing policy decision-making and its implementation; - Acts as technical secretary for working groups and project groups; - Handles more complex matters, such as identifying budget deviations, interpreting and advising on employment law arrangements, terms of employment and the like; - Compiles sub-budgets; - Acts as final examinations secretary.

Job Classification System

Employee E, scale 6	Employee F, scale 7	Employee G, scale 8
	- Maintains (telephone) contacts with internal and external bodies and individuals about general substantive aspects of matters being dealt with, and determines what information may be provided; - Contributes to drawing up memoranda and management reports, provides substantive information to third parties, including on progress, data discussions and the sending of documents; - Follows new developments in the field and, on that basis, makes improvement proposals and formulates proposals for improving working methods and procedures; - Informs employees about arrangements (for example in the area of P&O or finance); - Creates coherence between the various activities and processes in the administrative area, or carries out the coordination/checking of tasks.	
Results to be achieved: Coordinating tasks		
• Coordinates the absence of students/employees, such as recording it, assessing its legitimacy, carrying out checks, addressing students and making arrangements about sanctions, catch-up hours, etc.	• Coordinates or manages the tasks of an administrative and/or secretarial unit: - Is responsible for staff deployment and planning; - Guides employees in their tasks; - Guides employees in their personal development and holds meetings as part of the appraisal cycle.	
Results to be achieved: Library/media centre tasks		
• Carries out operational library/media centre, management and/or digitisation-related tasks of a technically specialised nature; • Prepares the material;	• Collection development and management of the library/media centre: - Follows developments in the area of attention of the programmes, identifies newly published books,	• Follows developments in the field, surveys the information needs of teachers and students, and makes proposals to the library/media centre committee or the management about library/media centre facilities, services and products:

Job Classification System

Employee E, scale 6	Employee F, scale 7	Employee G, scale 8
• Carries out specific (more specialised) checks; • Provides client-oriented delivery of the products requested, in accordance with the applicable standards and criteria; • Interprets data and processes it in systems/database(s); • Supervises the students working in the library/media centre.	- journals and other information carriers, makes proposals for acquisition and consults teachers about this; - Acquires publications and subscriptions; - Abstracts, indexes and categorises documents and publications, including on the basis of user requests for the acquisition of books, materials, etc.	- Adds new information carriers to the various collections, writes summaries, indexes by content and catalogues; - Maintains contacts with staff (librarians and media centre librarians) of other organisations, such as other secondary schools or the Dutch Library Service (NBD); - Contributes to drawing up an annual plan and the annual report; - Draws up the (draft) budget of the library/media centre and manages the budget; - Manages more complex applications, surveys user requirements and matches them to the possibilities, standards, etc.; - Makes proposals for the development and implementation of the media policy.