



**MINISTRY OF EDUCATION AND YOUTH  
NATIONAL COUNCIL ON EDUCATION  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Administrator
<b>JOB GRADE:</b>	GMG/AM 4
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Department of School Governance
<b>REPORTS TO:</b>	Director, School Board Appointments
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

## **Strategic Objective**

To promote good corporate governance within schools and facilitate improved student outcomes

## **Job Purpose**

Under the direction of the Director, School Board Appointments, the Administrator is responsible for coordinating and processing the appointment of members to the Boards of Management of public educational institutions. The incumbent ensures that appointments are conducted in accordance with established policies, procedures, and regulatory requirements. He/She is responsible for maintaining accurate records, and providing administrative support throughout the appointment process.

## **Key Outputs:**

- Forms for appointment of school board members reviewed and verified;
- School board appointment database updated;
- Letters of appointment prepared;
- School files updated;
- School board directory created and maintained;
- Memoranda prepared;
- Individual work plan, mid-year review and annual performance appraisal report prepared;
- Monthly, quarterly reports prepared;
- Meetings arranged and recorded;
- Minutes of meetings prepared.

## **Key Responsibilities:**

- Collects and reviews application forms and supporting documentation to support the appointment process;
- Liaises with stakeholders to verify the accuracy of the personal data on the nomination and/or application forms as well as on the supporting documents;
- Prepares appointment instruments for school boards for review and approval to facilitate submission to the Minister of Education for processing;
- Prepares and submits cover letters to various stakeholders inclusive of the certifying officer, the PS, and drafts memoranda for the HME for approval by the PS etc;
- Updates school board directory with newly-appointed school board members;
- Updates log sheet with the appointment data for new boards;
- Scans and transmits Instruments to the relevant stakeholders via email;
- Conducts follow-up telephone calls in respect of school board matters;
- Prepares appointment letters for dissemination to Board chairmen and other Board members;
- Prepares minute sheets and updates files regarding appointment status and other documentation;
- Prepares mailing lists and envelopes for Board members;
- Prepares dispatch log sheets according to Regions and Quality Education Circles (QECs);
- Liaises with the Regional Office to facilitate pick-up and dissemination of appointment letters;

- Prepares agenda for meetings and organizes relevant information and documentation;
- Prepares minutes of meetings and reproduces and distributes them in accordance with established guidelines;
- Conducts follow-up actions in respect of meetings and reports to the Director, School Board Appointments accordingly.

**Other Responsibilities:**

- Performs other related functions assigned from time to time by the Director, School Board Appointments accordingly.

**Performance Standards:**

- School board appointment database updated in keeping with standard operating procedures;
- Forms for appointment of school board members verified in keeping with guidelines;
- Letters of appointment prepared in keeping with guidelines;
- School files updated in keeping with standard operating procedures
- School board directory created and maintained within agreed timeframes;
- Memoranda prepared in keeping with guidelines;
- Individual work plan, mid-year review and annual performance report prepared within agreed timeframes;
- Monthly, quarterly reports prepared within agreed timeframes;
- Meetings arranged and recorded in keeping with standard operating procedures;
- Minutes of meetings prepared in keeping with standard operating procedures.

**Contacts:**

**Internal**

Contact Title	Purpose of Communication
The Executive Director	Receives guidance and advice
Department/Unit Heads	Collaborates and shares information on school board issues
All other members of staff	Shares information and provides guidance and feedback

**External**

Contact Title	Purpose of Communication
Regional Directors	Solicits nominations for board appointments and receives information
Education /Community Regional	Solicits nominations for school board appointment

Outreach Education Officers and Principals	collaborates and shares information on the constitution of school boards
Ministry of Education, Skills Youth and Information (MoESYI)	Solicits information regarding the status of Principals and new appointments to school boards
Other departments of the MoESYI	Solicits information and receives enquiries

**Required Knowledge, Skills and Competencies:**

**Core**

- Excellent oral and written communication skills including report writing;
- Excellent analytical skills;
- Excellent planning and organizational skills;
- Upholds integrity, ethics, and maintains confidentiality;
- Ability to work in a team;
- Excellent Interpersonal skills;
- Customer service orientation and commitment to quality;
- Ability to negotiate.

**Technical**

- Sound knowledge of the Education Act and Regulations and other related legislation;
- Demonstrate knowledge of the National Council on Education Act;
- Proficient in the use of relevant computer applications especially Microsoft Suite (Word and Excel);
- Excellent time management skills;
- Excellent analytical skills.

**Minimum Required Qualification and Experience:**

- Bachelor’s Degree in Public Administration, Management Studies, Business Administration, Education, Human Resource Management, or a related field from a recognized tertiary institution;
- Two (2) years’ related experience.

**Authority to:**

- N/A

**Special Conditions Associated with the Job:**

- Normal working conditions;
- May be required to travel island wide;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays.

## Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised