

Records Assistant (CYPES)

Department:	Children, Young People, Education and Skills	
Section:	Governance Team	
Reports to:	Team Manager, Governance	
JE Ref:	CYP1179	
Grade:	CS04	JE Date: 19/10/2023

Job purpose

Responsible for providing an efficient and effective records service to the department.

The postholder will be required to carry out a range of duties ensuring that records are stored, maintained and retrieved in line with data protection principles.

Job specific outcomes

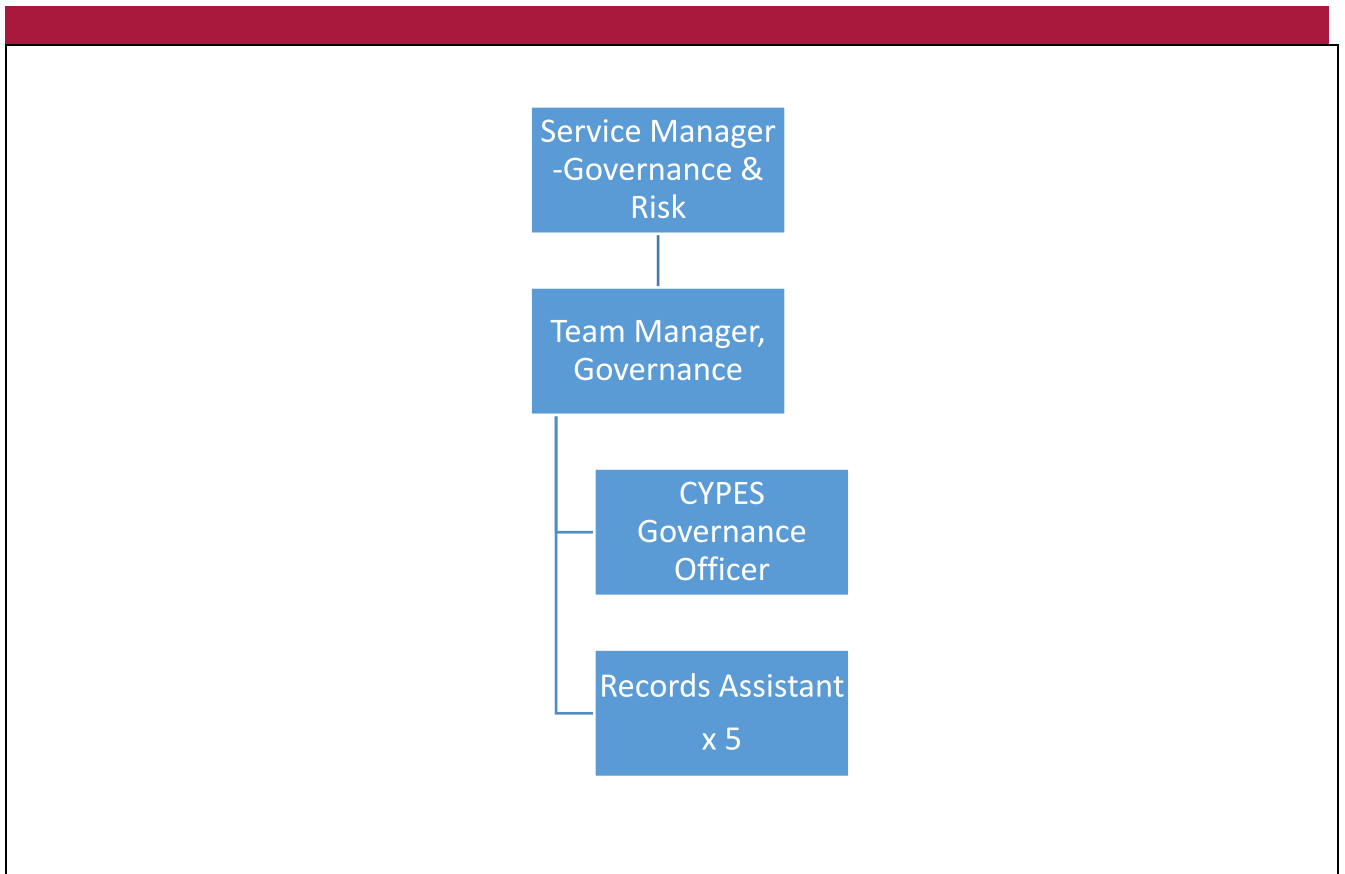
1. Responsible for retrieving and filtering records into 'keep' and 'don't keep' piles based on a set of supplied criteria to ensure adherence to data protection legislation.
2. Responsible for quality assurance of records to ensure information held is accurate and up to date.
3. Respond to enquiries from CYPES departments and Governance Team on matters concerning records in accordance with information legislation.
4. Maintain and update systems to ensure that all information is accurately held and readily accessible.
5. Responsible for managing records to comply with retention policies.
6. Help arrange for secure destruction of expired paper records.
7. Keep a log of questions and agreed answers and lessons learned.
8. Ensure that strict confidentiality is maintained at all times when dealing with records and digital data as set out under all relevant information legislation such as Data Protection and Public Records Law.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE level with three pass grades or equivalent vocational standard and possess a high degree of numeracy and literacy.	
Knowledge	<p>Knowledge of administrative systems, office procedure and data in-put.</p> <p>Knowledge of Microsoft Office applications and familiarity with other IT software.</p>	Working knowledge of MS Excel would be an advantage but not essential as training will be given.
Technical / Work-based Skills	Previous experience working with computers	
General Skills/Attributes	<p>Excellent communication and interpersonal skills are essential to deal with enquiries at all levels.</p> <p>Excellent administrative and organisational skills.</p> <p>High level of accuracy and attention to detail is essential.</p> <p>Able to maintain confidentiality and discretion at all times.</p> <p>Able to work independently using one's own initiative to prioritise a wide range of often conflicting tasks is essential.</p>	

Experience	Experience of working as part of a team with a minimum of supervision.	Any previous filing or administration experience is advantageous.
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.