



Parkdale Preschool Association Inc A-0003637F

## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer
<b>Employment term:</b>	Temporary Part Time
<b>Award/EBA:</b>	Clerks - Private Sector Award (2010)
<b>Employer:</b>	Parkdale Preschool Association Committee of Management
<b>Reports to:</b>	Service Manager
<b>Direct Reports:</b>	None

### ORGANISATION SUMMARY

Established in 1948, the beachside Parkdale Preschool is a vibrant, community-minded service that is experienced in delivering three and four-year-old sessional kindergarten (aligned with Victorian school terms). Wholly owned and run by a parent-led Committee of Management, the kindergarten is a Not-For-Profit Incorporated Association. We embrace and support the diversity of our children, families and staff and endeavour to create a welcoming atmosphere for all, with communication as the foundation for respectful and trusting relationships. Our families work in partnership with teachers to ensure the preschool year is a positive learning experience that nurtures each child.

### POSITION OBJECTIVES

- To develop, implement and review a range of administrative practices and procedures that contribute to effective administration and management of the service.
- Work cooperatively as a member of a team of paid staff as well as the volunteers on our Committee of Management.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) Victorian Kindergarten, Policy, Procedures and Funding Criteria, the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and functions in line with approved policies and procedures.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Administration Officer is directly accountable to the Service Manager.
- The Administration Officer has authority to order/purchase resources and supplies for the service with the prior approval or request from the budget holder (Service Manager or Committee Member). For expenditure outside of a budget allocation, a request must be made to the Nominated Supervisor and/or Committee of Management.

### KEY RESPONSIBILITIES & DUTIES

- 1. CONTRIBUTE TO THE IMPLEMENTATION OF A QUALITY EDUCATIONAL PROGRAM** (*NQS Quality Area 1: Educational program and practice*)  
NONE

- 2. PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN** (*NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment*)
  - 2.1 Assist the Committee of Management to coordinate maintenance to the building, grounds and equipment.
  - 2.2 Manage occupational health and safety issues, including maintaining a chemical register and conducting annual and term OH&S checks with a committee representative.
  - 2.3 Adhere to all service OH&S safety procedures and work cooperatively to ensure the service operates in a safe work environment.
  - 2.4 Maintain and develop skills and capabilities relating to the Child Safe Standards and child protection, including understanding relevant legislative requirements.
  - 2.5 Conduct, document and disseminate an annual review of the service's Emergency Management Plan in conjunction with staff and Committee Of Management and participate (when required) in emergency procedures that are practiced at least once per term.
  
- 3. BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS** (*NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities*)
  - 3.1 Work cooperatively, ethically and respectfully with other staff, and support each other's professional development.
  - 3.2 Attend regular staff meetings (within paid time) to facilitate effective communication, internal staff development and discussion on management and programming for the service.
  - 3.3 Develop and maintain respectful, supportive, collaborative and responsive relationships with families, staff and committee members.
  - 3.4 Establish and maintain professional links with relevant community organisations and businesses relating to the preschool such as Early Learning Association of Australia, Department of Education and Training, ADP etc.
  - 3.5 Assist with a welcoming and effective induction and orientation process for new families, children and educators, including workplace students and volunteers.
  - 3.6 Coordinate enrolments including data management, fee payments and communicating with prospective and enrolling families.
  - 3.7 Coordinate dissemination of information to current and prospective families through managing the preschool's communication app, ensuring the preschool's website is kept up to date and through the use of email and mail-outs as appropriate.
  
- 4. CONTRIBUTE TO THE EFFECTIVE ADMINISTRATION AND MANAGEMENT OF THE SERVICE** (*NQS Quality Area 7: Leadership and service management*)
  - 4.1 Respect the confidentiality of information relating to staff, families and children, and comply with the kindergarten's privacy policy, including being responsible for the archiving and destruction of records as per the relevant regulations.
  - 4.2 Be actively involved in the continuous improvement of the service through review and on-going development and implementation of the service Quality Improvement Plan (QIP).
  - 4.3 Undertake development of and coordinate the cyclical review of the service's policies and procedures in conjunction with the Nominated Supervisors and using model policies from ELAA.
  - 4.4 Undertake payroll management and coordinate with the payroll provider, ADP.
  - 4.5 Undertake full responsibility for fee invoicing and collection, including arrears and reporting to the Treasurer and Accountant.
  - 4.6 Undertake processing of invoices and other financial procedures such as banking, as required by the Treasurer and Accountant.
  - 4.7 Coordinate the advertising, ordering, purchasing and distribution of children's uniforms including reconciliation of payments from families.

4.8 Undertake data collection, management and reporting as required by DET through the KIM system as well as any additional reporting required by the local council or Committee Of Management.

## **ESSENTIAL SKILLS AND COMPETENCIES**

### **Required Checks**

- Current Working with Children Check (WWCC) Card and recent police check (within six months prior to employment).

### **Professional & Behavioural Competencies**

- Ability to communicate effectively and work in a cooperative, flexible and professional manner with, parents, staff, other professionals and Committee Of Management.
- Excellent organisation skills and ability to plan, prioritise work and manage time effectively.
- Ability to use initiative and solve problems to work autonomously.
- Have excellent written and oral communication skills.
- Demonstrated ability to ensure confidentiality and privacy is maintained.

### **Technical Competencies**

- Ability to use ICT to enable and enhance the management of the service, including:
  - Good knowledge of use of internet, including email and online banking
  - Sound experience and knowledge of the Microsoft Office Suite (including Outlook, Word, Excel, Publisher and PowerPoint)
  - Familiarity with Story Park Communication App or similar
  - Experience using Google Drive (or other cloud-based storage systems).

### **Desirable knowledge and experience**

- Knowledge of the National Quality Framework to ensure compliance in line with the Education and the Department of Education and Training (DET) Victorian Kindergarten, Policy, Procedures and Funding Criteria, the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011.
- Knowledge of child protection procedures and requirements and a commitment to uphold the Child Safe Standards.
- Knowledge of the local community.
- Experience working with (or on) a kindergarten committee of management or not-for-profit organisation.
- A minimum of two years' experience in an administration role.

## **Appendices**

Appendix 1: Administration Staff Task List