

## Position Description Kindergarten Administrator



Responsible to:	Head Teacher
Working Relationships:	Head Teacher and Teachers Senior Teacher General Managers and Association support team Management Committee/Parent Group Parents, whānau, caregivers and children, visitors and suppliers
Nature and Scope of the Position:	<p>The Kindergarten Administrator is employed by Hutt City Kindergartens to assist the teaching team in the management and operation of the kindergarten, through the provision of administrative support.</p> <p>They may, in the course of their day, be expected to assist with housekeeping, programme support (eg: excursion organisation), resource preparation and maintenance and any other duties as required supporting the teaching team.</p> <p>Kindergarten Administrators need to be willing to demonstrate flexibility in terms of the scope of this position.</p>
Work Profile	<p>Kindergarten Administrators are employed for 15 hours per week.</p> <p>Kindergarten Administrators are generally expected to be available for work, 5 days per week (eg: hours split Monday – Friday).</p> <p>In some cases there may be the requirement for the administrator to work as <b>teacher support</b> to help cover the teacher's lunch breaks. These hours will be in excess to the 15 hours per week administration and will be documented individually in the letter of offer.</p>
Confidentiality	Information relating to children, parents, caregivers, whanau, teachers and Hutt City Kindergartens is confidential and must not be divulged in any way.

Below is a list of the duties that **may** be asked of a Kindergarten Administrator. The Head Teacher will finalise duties expected of you at the Kindergarten. From time to time it may be necessary to ask the Kindergarten Administrator to perform duties beyond this list in order to meet the needs of Kindergarten operations.

The Kindergarten Administrator is expected to undertake the majority of administrative tasks within the Kindergarten. This will be done in consultation with the Head Teacher.

This will include:

- Managing Infocare by keeping it updated and accurate, this includes - data input, sign in entry, enrolments, timesheets for staff, updating family details, alerting of frequent absences, and extracting reports. Prepare induction material for new starters and their families

- Process enrolments – including all related paper work. Eg: immunisation records, attestations etc
- Typing, filing, photocopying, laminating, binding etc
- Answer phones, assist visitors, enquiries, family enquires up to the point of induction, process mail etc
- Accounts Payable - Process payments, monitor payments and follow up under the direction of the Head Teacher
- Compiling eftpos receipts for reconciliation
- Accounts Receivable - Prepare fees invoices, banking, credit control and reconciliation
- Cash handling (fees and fundraising)
- Assist with reporting donations and donated hours
- Assist the Head Teacher with financial processes and budget management where required.
- Prepare reports and returns as required by the Head Teacher relating to administrator role.
- Publish newsletters (written by the teaching team)
- Assisting with excursion arrangements
- Managing the First Aid cabinet and Civil Defence supplies
- Preparing and maintaining resources/supplies if required to support the teaching team
- Inputting information – If required

#### Technical Skills

The Kindergarten Administrator will be expected to demonstrate:

- Competency with Microsoft Word, Excel, PowerPoint, Publisher and email
- High level of general written and oral communication skills
- Accuracy with numerical data
- Organisational and planning skills – be able to set priorities and meet timelines
- Attention to detail
- Ability to work with minimal direction

#### Personal Skills

The Kindergarten Administrator will be expected to:

- Work positively and collaboratively within a team environment
- Develop and maintain good working relationships with the teaching team and Association staff
- Show initiative and willingness to contribute and learn
- Be flexible and adaptable to changing Kindergarten needs
- Act at all times to protect the safety and welfare of children
- Practise effective communication techniques
- Employ positive conflict resolution skills
- Maintain the confidentiality of information gained at work
- Show respect for cultural diversity

#### Early Childhood Skills

If required, the Kindergarten Administrator will be expected to:

- Employ positive behaviour management strategies
- Use positive language when interacting with children
- Strive always to meet the needs of the children
- Be fully conversant with the correct procedures for all emergency situations
- Demonstrate an awareness of biculturalism
- Respect the different cultures of the children
- Develop an understanding of current practices in Early Childhood Education

#### PLD

The Kindergarten Administrator will be expected to take part in a programme of Performance Appraisal and Development