



Job Description

Job Title	Administrative Assistant
Location	Saranna Early Childhood Education and Care Centre
Award Status	Children’s Services Award 2010
<p>Reporting Relationships</p> <div style="text-align: center;"> <pre> graph BT Manager[Manager] ThisPosition[This Position] ThisPosition --> Manager </pre> </div>	
<p>Job Function</p> <p>This position supports the Manager in the delivery of a high quality service. This person will use their strong organisational, customer service and administrative skills to help manage families’ accounts and respond to enquiries.</p> <p>This position will require the person to manage their workflow by prioritising tasks and contribute to the continuous improvement of the service.</p>	

Duties and Responsibilities

General

- Support, promote and work in accordance with the mission and values of Cyrenian House and the philosophy of Saranna Early Childhood Education and Care Centre.
- Be aware of and act in accordance with Centre policies and procedures.
- Participate in emergency drills.
- Observe and follow safe work practices in order to protect your own safety and health and that of others.
- Take an active role in maintaining a safe work environment by identifying and addressing or reporting hazards.
- Take an active role in continuous quality improvement and contribute to the Centre Quality Improvement Plan.
- Work collaboratively with Centre staff in a respectful, mutually supportive manner.
- Other tasks as delegated by your line manager.

Service Delivery

- Assist the Manager in matters relating to management support, continuous quality improvement and service administration as directed.

Representation and Networking

- Build positive relationships with families, children and staff and the wider community and identify opportunities to create a positive profile within the local community.
- Liaise with parents and conduct centre tours.

Continuous Quality Improvement

- Develop, implement, monitor and review policies and procedures to ensure best practice in service delivery.
- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Ensure the confidentiality of organisational information and records is maintained at all times.

Administration

- Ordering of operational supplies.
- Coordinate administration area, answer calls.
- Management of fee collection and appropriate record keeping.
- Collection and keeping of client records, files and other work related data in accordance with the service's policies and procedures and the NQS.
- Responsible for all family's accounts with knowledge and understanding of Qikkids.
- Ensure attendance data and all to do with CCMS are up to date and current
- Ensure attendance data is submitted by the time frame required by CCMS.

Supervision and Professional Development

- Prepare for and actively participate in regular supervision sessions and annual performance appraisals with the Manager.

- Ensure all staff receive an effective induction.

Occupational Safety and Health

- Contribute to the maintenance of a safe environment for all work in and visit the service.
- Ensure compliance with OSH policies and procedures.
- Ensure that hazards are identified and addressed and that risks are adequately managed.
- Participate in regular emergency evacuation drills.

Selection Criteria

Essential competencies and experience

- Experience in using Qikkids/PRODA/CCS computer systems.
- Experience in roster management.
- Sound understanding of relevant regulations in the education and care settings.
- Excellent organisation and time management skills.
- Demonstrated ability to work autonomously and as part of a team.
- Interpersonal and communication skills, including the ability to relate well to children and their parents.
- Current first aid certificate.
- Full work rights, current First Aid certificate and a current Working with Children Check.
- Commitment to continuous quality improvement.