



Position Vacant - Temporary Part Time (Maternity Leave) Office Administrator

Are you a dedicated, skilled and calm administration professional who loves building relationships and can work to an exceeding practice?

Are you looking for a new role in a supportive and inspiring environment where you can help others to thrive whilst learning and growing in your own capacity?

The Little School Preschool Inc seeks a self-motivated, experienced, and enthusiastic person to join us in a temporary, part time position covering maternity leave of the administrator officer.

In this role you will be able to share your expertise and skills as part of a collaborative, high-quality team. This position would suit a highly organised individual with experience managing bookkeeping and office processes.

We are an equal opportunity workplace where diversity is embraced. We foster a culture that supports inclusion and encourage all qualified candidates to apply, find out more about this fantastic Illawarra based opportunity.

Visit: <http://www.thelittleschool.org.au/meet-our-team.html> to view the position description and selection Criteria.

Salary: Dependent on Qualification and Experiences

Days per week: 3 days Part Time fixed Term role (Maternity Leave Position), 12 hours per week Monday, Wednesday Friday (hours times by negotiation with opportunity for slight increase inline with duties and preschool requirements.)

Applications close 6pm Friday 17th December 2021

Applications should include:

Cover letter addressing responses to all selection criteria

A current CV

Names and contact details of two referees including your most recent employer.

Applications emailed to: Danae Horsey director@thelittleschool.org.au

About The Little School Preschool Inc

The Little School Preschool Inc is a 16 place, stand-alone, community owned preschool located in the heart of the Kembla Grange Estate. Established in 1978 by local community members, the Little School has held a long-standing reputation of excellence in the community.

Our point of difference:

- We have a highly skilled and knowledgeable team of professionals with years of experience in providing and maintaining high quality early childhood education and care.
- We have a strong focus on training and mentoring for all team members across their individual roles.
- We foster a culture of inclusivity and diversity amongst our team and Early Learning Community.
- We value work/ life balance with flexible rosters to support working families.
- Operational for school terms

About the role

The key functions of the Office Administrator role are to:

- Work closely with the Director to provide a welcoming and supportive administration team for the governance board, families, and staff
- Maintain office processes to ensure seamless running of the day
- Maintain financial records, reporting on finances to Director weekly
- Keep filing, document and email management up to date
- Ensure required documents are kept up to date and in line with compliance expectations
- Handle phone, walk in and email enquiries
- First point contact for enrolment enquiries including - management of waitlist, vacancies and enrolment paperwork.
- Management of paperwork for onboarding and induction of new staff in line with Fair Work and Preschool Policy expectations
- Management of Preschool procurement and stock ordering
- Communicate with families about upcoming events, fundraising and family participation opportunities
- Handle maintenance schedule, equipment repairs and replacements and liaise with contractors
- Maintain exceeding practice standards throughout all aspects of practice.

About you:

You are an experienced administration officer and bookkeeper in a highly dynamic environment where you can display your existing skills and knowledge.

You are warm and caring, take initiative and demonstrate enthusiasm for high quality service. You are a highly productive professional with good judgement and flexibility. You are welcoming, approachable, and respectful of children.

You have a high EQ (emotional intelligence), are customer focused and effectively communicate across all mediums with relevant parties. You are a problem solver, proactive and responsive with excellent time management skills.

You understand the importance of transparency and gaining feedback from all stakeholders and show value for the input of others. You work well in a team environment and can provide support to both the

Director and key stakeholders and contacts of the Preschool.

Qualification and selection criteria:

Essential Criteria:

- Excellence in customer service provision
- Strong IT Skills
- Demonstrated experience in an office administration role
- Contemporary experience in using accounting software
- Experience with Xero for - Invoicing of Accounts Payable / Receivable, Bank and Credit Card reconciliation and Payroll & Superannuation
- Management of Debtors and Creditors
- BAS and Legislative accountability
- Strong computer skills and knowledge of Microsoft Office products
- Demonstrated ability to work as a positive member of a team
- Strong written and verbal communication skills
- Ability to organize, prioritize and multi task
- Current Working With Children Check clearance
- National Police Check Clearance
- Strong interpersonal and communication skills

Preferred skills/experience:

- Current approved First Aid Certificate
Understanding of, and commitment to, working within the regulatory framework
- Minimum 2 years experiences in a similar role
- Proficiency using information and communication technology platforms
- Experience and/or skills in office management within a preschool setting
- Experience using OWNA Management software
- Experience with Deputy
- Commitment to environmental sustainability
- Demonstrated knowledge of WH&S
- Ability to build and maintain positive relationships with all stakeholders
- Community minded
- Knowledge of governance structures of community owned preschools
- Qualifications in Early Childhood and advantage

What you will gain:

- You will work within a small team environment of supportive peers who have an abundance of ECEC experience and are who provide high quality inclusive education.
- Support from the management team to promote a healthy work/life balance.
- Access to a wide variety of professional and personal development opportunities.
- Opportunity to be part of our ongoing growth project as we expand to meet the needs of the growing community.
- Above award pay and conditions.



LITTLE SCHOOL PRESCHOOL TERM BREAK AGREEMENT

Rationale: To provide a responsive and flexible approach to term break and out of hours work to ensure the continuation of a high quality service within an innovative framework.

Aim: To ensure a win, win situation for both staff and management. By logging agreed out of hours work during term time, staff can enjoy paid term breaks.

To ensure hours deposited will always be equal or less than the hours withdrawn.

To provide clear guidelines for use of the log book

Key Considerations

- Flexibility is vital.
- A Time / Log Book will be kept as a record of the hours worked after work hours.
- Staff members will negotiate with Director as to prioritisation of work needed to be completed on a term by term basis.
- Staff members will check with the Director if wanting to log work not required of them.
- It is an expectation that the out of hours work completed by each team member would correlate with the periods of term holidays that staff members are paid for on a yearly cycle.
- If there was a considerable discrepancy either way the Director would notify the management committee for further discussion.

Work to be completed During Term Time

Anticipated out of hours work.

This list is not exhaustive and will need to be modified and continually evaluated.

Staff meetings

Staff team training

NOTE: Social Functions, P&C Functions, Management Meetings, attendance are optional

Work to be completed During Term Breaks

* Preparation Days - Suggested 1 to 3 depending on work load in each holiday break.

- Timing to be set at the beginning of the year to allow staff to plan holidays.

- This time would be not be noted in the log book as it is paid work time

(See Prep Day Guidelines)

* Administration work

* In-servicing / centre visits

* Professional and Personal Development

* updating registers

* environment spring cleaning

* Unfinished paperwork

Culling Protocols



Links:

Fair Work

<https://www.fairwork.gov.au/>

[https://www.legislation.gov.au/
/Series/C2009A00028](https://www.legislation.gov.au/series/C2009A00028)

[https://www.fairwork.gov.au/
wards-and-
agreements/award-and-
agreement-free-wages-and-
conditions](https://www.fairwork.gov.au/wards-and-agreements/award-and-agreement-free-wages-and-conditions)

Code of Ethics Early Childhood Australia -

[www.earlychildhoodaustralia.org.au/code_of_ethics/
early_childhood_australias_
code_of_ethics.html](http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html)

Primary Function

In a professional and responsible manner, to carry out duties as an Early Childhood Educator

Award

<http://awardviewer.fwo.gov.au/award/show/MA000002>

[Little School Employee Collective Agreement 2013](#)

Position Title:	Administrative Officer The Little School Preschool Inc
Responsible to:	Director, Nominated Supervisor and Approved Provider
Late updated	10 th July 2020
Qualifications:	Administration Qualification or relevant experience & training in a similar role Experience with Qikkids software Experience with Xero Accounting Software
Other requirements:	<ul style="list-style-type: none">• Computer literacy, oral and written communication skills• Current first aid Certificate, Anaphylaxis and Asthma• Clear Working with Children Check• Clear Police Criminal History check
Award/Agreement:	MA000002 – Clerks – Private Sector Award 2010 Little School Employee Collective Agreement 2013

Job Summary

The Administration Officer is responsible to be an effective member of the Preschool team, providing efficient, accurate, timely and effective administrative support and assistance to the Preschool.

As part of the team you will develop relationships which support the Director, management, educators, children, families the local and the wider community.

As an administrative assistant, you are expected to be an active team member of a team which provides high quality early childhood education and care to children. This includes but is not limited to matters relating to administrative and financial nature of the service.

Accountabilities and Key Performance Indicators

General Administration

Comply with the policies and procedures of the organisation at all times.

- Manage administration systems as directed including: general administration such as mail accounts support as directed such as lodging invoices
- enrolment and children's documentation such as ensuring all documentation completed and allocated according to requirements
- fee documentation such as ensuring all documentation completed and allocated according to requirements
- transfer and referral documentation
- ordering such as for housekeeping and general office.
- To maintain appropriate levels of confidentiality.
- Ensure all documents are created, stored and maintained in accordance with the Centre's document management system and confidentiality requirements.
- Timely and effective general administration according to work lists and schedules.
- To effectively maintain all meeting rooms and kitchen area.
- Properly organise and manage working time to ensure efficient productivity.
- To provide effective administration support to other Administrative and Education Team Member.
- To work in accordance with the policies and procedures of the service

Key Internal & External Stakeholders

Students

<< To support the Centre and families in a manner that builds trust and cooperation.

<< Protect children and their rights.

Parents

<< Develop and maintain positive relationships with families.

<< Help create a safe, supportive and informative environment for families.

Staff

<< Work together with other staff to provide a safe, supportive, stimulating team environment.

Statement of Duties:

Service/Preschool

To undertake duties in relation to the effective operation of the preschool, as delegated by the Director

Function as a receptionist for LSPS office

Answer telephone enquiries and redirect calls

Collect, sort distribute and post mail

Ensure that the office equipment is maintained in safe working condition

Undertake computer backups weekly

Ensure children/staff and other records are confidentially stored

Assist the Managing Director in reflecting innovative Customer Service provision, marketing and its evaluation

Financial

Maintain accounting system and provide relevant reports to the Managing Director/Treasurer.

Create invoices for payments to creditors for the centre.

Administer, record and reconcile petty cash transactions. Be aware of the service budgets and along with the Director prepare financial reports as required;

Receipt monies, prepare banking and lodge takings at bank.

Oversee collection and receipting of monies and associated duties for fundraising projects;

Meet all taxation and legislative requirements of centre e.g. preparation of documents for accountant, auditor, Dept. of Fair Trading and worker compensation.

Provide assistance to the Managing Director and Treasurer as required.

Follow up outstanding debtors and secure payments in consultation with the Managing Director.

Forward wages information to the accountant in consultation with the Managing Director

Personnel

Maintain documentation associated with the maintenance of all staff records in consultation with the Managing Director.

Update current relief list on an annual basis.

Personnel cont....

Ensure accurate and up to date archiving procedures of children's/ family and staff records, including parent contact details, emergency contact, immunization status, training undertaken, etc;

Assist with the recruitment of permanent staff by –

Placing advertisements for positions vacant.

Recording job applications.

Formatting and distributing letters for unsuccessful applicants.

Administration

Prepare and process parent fee accounts

Process and issue fee receipts for families.

Typing for centre as required.

Update weekly attendance records.

Implement and administer the recovery for bad debts in line with LSPS fee policy.

Attend to fee enquiries for LSPS families.

Maintenance of filing systems and retention of records in compliance with requirements under the Education and Care Services National Law and Regulations.

Work collaboratively with the Managing Director on enrolment process each year.

Partnerships with Families

Build and maintain professional, inclusive and positive relationships with families of the service.

Ensure professional communication with families at all times.

Build collaborative relationships with all staff in the service based on respect, trust and honesty.

Engage in professional conversations with other staff to enhance knowledge and practice.

Engage in professional conversations with other professionals as is appropriate.

Acknowledge and support personal strengths, professional experience and team diversity.

Work in collaboration with other educators, room leaders, the service director, nominated supervisor, families, networking groups, children, support services and the wider community.

Professional Conduct &

Learning

Work within the ECA Code of Ethics, the Service philosophy, policies, procedures to ensure quality service delivery.

Follow the guidelines for professional practice and develop personal professionalism through following these practices to self-reflect and guide professional and personal development.

Consistently contribute as an effective team member.

Actively participate in performance appraisal process.

Engage in reflective practice and ongoing professional learning.

Attend and contribute to staff meetings and other whole of staff professional learning events.

Undertake Child Protection/Child Aware training at intervals decided by the Nominated Supervisor.

Organisational

Representation

Actively support the organisation's philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.

Actively participate in and contribute to cross-organisation projects and activities.

Workplace Health and Safety

(WHS)

Work in a manner that does not pose a risk to self or others.

Ensure a safe and healthy work environment at all times.

Act immediately on any safety issues that relate to the working environment of the service.

Follow Service policies regarding child protection.

Follow Service guidelines in providing a safe environment for children and staff.

Understand, implement and review emergency management procedures as required.

Ensure the Service's duty of care to children and their families is strictly maintained.

Partnerships with other Educators and Professionals

Build collaborative relationships with all staff in the service based on respect, trust and honesty.

Engage in professional conversations with other staff to enhance knowledge and practice.

Engage in professional conversations with other professionals as is appropriate and with the knowledge of the Director or Nominated Supervisor.

Engage in professional conversations and positive mentoring relationships of visiting students, trainees, volunteers and other staff.

Collaborate with community resources, therapists and networking committees to promote the best outcomes for children, families and the preschool community.

Acknowledge and support personal strengths, professional experience and team diversity.

Selection Criteria

Qualifications

Qualifications in business or office administration.

Working with Children Check.

National Police Clearance (no older than six months from commencement date) (State Relevant).

A first aid qualification that is approved by ACECQA that includes applying first aid, emergency asthma management and anaphylaxis.

Child protection qualification approved by relevant State Regulatory body.

Able to work in Australia

Experience

Experience in an approved education and care service.

Knowledge and understanding of the National Quality Standards Knowledge

To support the Preschool and families in a manner that builds trust and cooperation.

Knowledge and understanding of the Early Childhood Australia Code of ethics to apply these to personal practices and goals.

Proven ability to work as part of a team

Understanding of the Education and Care Services National Law Act 2010

Understanding of the Education and Care Services Regulations 2011

Capabilities

Ability to work effectively in a team environment.

Well-developed written and verbal communication skills with a focus on providing strong customer service

Excellent organisational and time management skills with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise work to reflect changes in priority

Ability to relate effectively to children and their families

Commitment to ongoing professional learning

Positive communication and inter-personal skills

Commitment to developing and creative inclusive environments.

ACECQA

https://www.acecqa.gov.au/storage/Current%20ECT_30012013.pdf%20for%20approved%20qualifications

CELA

<https://www.cela.org.au/>

National Laws

Children (Education and Care Services National Law Application) Bill 2010

<https://www.legislation.nsw.gov.au/acts/2010-104.pdf>

Education and Care Services National Regulations -

www.legislation.nsw.gov.au/regulations/2011-653.pdf

The Early Years Learning Framework

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

National Quality Standard

<https://www.acecqa.gov.au/nqf/national-quality-standard>