



## Links:

### Fair Work

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

<https://www.legislation.gov.au/series/C2009A00028>

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

Position Title:	Administrative Assistant The Little School Preschool Inc
Responsible to:	Director, Nominated Supervisor and Approved Provider
Late updated	27 <sup>th</sup> June 2018
Qualifications:	Diploma and/ or Certificate in Administration or relevant experience & training in a similar role
Other requirements:	<ul style="list-style-type: none"> <li>• Current first aid Certificate, Anaphylaxis and Asthma</li> <li>• Clear Working with Children Check</li> </ul>
Award/Agreement:	MA000002 – Clerks – Private Sector Award 2010

## Job Summary

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

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.

## 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 Centre 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/storages/Current%20ECT\\_30012013.pdf%20for%20approved%20qualifications](https://www.acecqa.gov.au/storages/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](http://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](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>