



Birregurra Preschool Centre Inc.

95 Main Street

BIRREGURRA VIC 3242

(03) 5236 2096

POSITION TITLE: Administration Officer

POSITION TYPE: Casual (5 – 8 hours per week) Work days/hours can be negotiated with the committee

Position Objective: Assist the committee and staff at the Birregurra Preschool Centre with efficient administration of the service in accordance with all legislation including the *Education and Care Services National Law Act 2010* and *Care Services National Regulations 2011*.

Organisational Structure: The administration officer will work closely with the teaching staff on site at the Preschool, reporting regularly to the President and Treasurer of the Committee.

DUTIES AND RESPONSIBILITIES

Communications:

- Monitor online enrolments and ensure all supporting documents are provided in line with Preschool policy
- Issue enrolment offers and confirmation to families
- Issue invoices and receipts for fees and deposits
- Follow up unpaid fees and deposits by email or phone
- Monthly report to President by email or phone prior to committee meeting
- Monthly report to Treasurer by email or phone prior to committee meeting

Finances:

- Pay invoices
- Complete supply orders
- Maintain records in Xero (Accounts payable/receivable)
- Maintain excursion fees
- Payroll
- Book-keeping

Accountability:

- Support the committee's roles as managers of the service by providing information and updates on regulatory requirements of the Preschool
- Maintenance of data on KIMS, NQAITS, ENROLNOW and EDUCA
- Maintain records of training held by staff (Anaphylaxis, First Aid, Asthma, Mandatory Reporting)
- Ensure display of all necessary policies and processes in the kinder office and classroom (eg Fire Evacuation Plan, Allergy and Anaphylaxis Plans) in line with Regulations and Preschool policy
- Act in accordance with all Birregurra Preschool policies and procedures

General Duties:

- Maintain personnel files and staff contracts
- Maintain student files
- Liaise with insurance broker
- Arrange contractor quotes and provide to the President
- Collect, open and distribute all mail
- Book club
- Kinder photos booking and admin
- Check deliveries against paperwork
- Other duties as directed by the teacher when time permits
- Assist with excursions and send out excursion forms
- Attend committee meetings if required
- Maintain confidentiality and privacy of Preschool families and staff

Essential skills:

- High level written and verbal communication skills
- Strong computer skills including Microsoft Office 365 and Xero
- Current Working With Children and Police Check
- Knowledge and Understanding of National Quality Standards
- Ability to work and manage time effectively without direct supervision
- Ability to work in cooperative and professional manner with staff, committee, parents and children at the preschool

Highly regarded:

- Certificate III in Early Childhood Education and Care
- Previous administration experience
- First Aid, Anaphylaxis Management, Asthma Management training qualifications