Administration Assistant

The Administration Assistant is an employee of the kindergarten association, who reports to the elected management committee. The roles and responsibilities of the committee members and Co-Director/s do not diminish with the appointment of an Administration Assistant or any other business support personnel. The committee still retains the legal responsibility for the overall wellbeing and efficient running of the kindergarten association.

The responsibilities and duties as described below are only a guideline. The committee is responsible for deciding what support personnel they require to effectively manage the affairs of the kindergarten association. The committee is responsible for creating and updating position descriptions and duties lists for all employees.

The committee has chosen to share administrative responsibilities between the financial assistant and administration assistant.

In this document, the words 'Administration Assistant' can be interpreted to mean any other position which fulfils the relevant business support role of the organization.

Award
Clerks Private Sector Award 2010

Remuneration is based on the technical skills and level of responsibility required to perform the role. Note: the Clerical Employees' Award has 5 levels of remuneration.

Employment Status
The position is casual.

Hours of Work
Twenty hours per fortnight, however the hours/days may vary from time to time as required by the operational needs of the association.

Place of Work
The kindergarten association premises, plus any other location as requested by the committee, which may for example include travel to the post office.

Position Relationships
This position reports directly to the current management committee, however the Administration Assistant may also provide some administrative assistance as required by the Co-Directors of the centre.

Purpose of Position
The primary purpose of the position is to assist the committee with matters of business administration, plus assisting in daily matters assigned by the Nominated Supervisor / Co-Director and approved by the current committee.

Key areas of responsibility in respect to administrative and financial duties

1) Records Management and Filing

Support the committee with:

- Ensure that supporting evidence (source documents) is obtained which substantiate all financial transactions, rights and obligations of the association. Inform the committee if inappropriate or inadequate source documents are provided.
- Systematic maintenance/filing of association documents and records whether in electronic or paper form

- Restriction of access only to authorised persons (current committee, administration assistant or external authorities)
- Storage of documents/records for the minimum periods as per relevant legislation
- Retrieval of records as requested by the current Committee or Co-Directors

2) Cash/Expense Controls and Creditor Management

The Administration Assistant has been given cheque signing authority over the association's bank accounts however authority to approve expenditure of the association's finances remains with the Committee. Committee authorization is to be obtained before payment of any association funds. *Refer to the Rules (Constitution) of the Association.*

Support the Committee with the following duties:

- Supporting evidence (dockets/receipts) must be provided for all petty cash expenditure.

3) Financial Support to the Management Committee

Support the committee with the following duties:

- Liaise with and provide appropriate assistance to the Financial Assistant and Auditor, to support satisfactorily completed the annual audit (or verification) by the expected date.

4) General Administration Duties

- Open and distribute mail (hardcopy, email and fax) as per directions from the committee on working days
- Take and pass on messages to the appropriate person
- Type correspondence, newsletters, emails etc under the direction of the committee (including offer of enrolment letters)
- Maintain an adequate supply of enrolment packages, general stationery supplies and other documentation as required
- Maintain the waiting list spreadsheet
- Maintain documentation on current student contact details
- Ensure that the administrative area is maintained in a tidy and attractive manner
- At all times, maintain a professional manner when dealing with members of the public.

5) Returns - Statutory, Funding or The Gowrie

Support committee and staff with the following activities (but do not sign).

- Annual Returns to the Office of Fair Trading
- Any other statutory return that may be required.
- Report or forms for kindergarten funding subsidies/grants
- Affiliation Reports to The Gowrie
- Commonwealth Special Education / NSO Funding

6) Key responsibilities in respect to families and children

- Demonstrate empathy to the attitudes and feelings of parents leaving their child at the centre
- Develop a good rapport with families through regular, respectful and open communication
- Show respect for cultural diversity and individual structure of each family
- Respect the individuality of each child
- Regard information learned about children or families in the centre as strictly confidential
- Refer parents who might express concerns to the Co-Director/Teacher or appropriate Committee Member

7) Key responsibilities in respect to committee and other staff

- Develop and maintain an effective team work relationship with all committee and staff
- Maintain direct, open and effective communication channels with all committee and staff
- Willingly undertake any duties as requested by the committee

8) Key responsibilities in policies and procedures

- Comply with the Association's policies at all times, as determined by the current committee
- Be familiar with and comply with relevant state and federal legislative requirements
- Be familiar with and practice the fire and emergency evacuation procedures as necessary

9) Key responsibilities in respect to the environment

- Notify an appropriate person of any equipment which requires repair or replacement
- Ensure that high value assets are stored safely and listed in the asset register
- Ensure that the administrative area is maintained in a tidy and efficient manner
- Ensure that material wastage is kept to a minimum

Selection Criteria for Administration Assistant

Experience:

- Previous business administration experience
- Experience within a community kindergarten/preschool or other small organization would be an advantage

Skills:

- General computer literacy essential - Word, Excel, Email, etc.
- Effective written and oral communication skills

Knowledge:

- A sound understanding of:
  - legislation as it applies to business management of a non-profit kindergarten association.
  - safe work practices

Attitudes:

- Must be willing to become an integral team member who provides support to new committee members each year.
- Must be flexible to accommodate occasional variations in hours/days of work