

## Waikato Kindergarten Association Job Description

Job Title	<b>Administrator – Support Staff</b>
Reports to:	Head Teacher
Functional Responsibility to:	Head Office Administrator Manager
Direct Reports:	n/a
Key Relationships	Internal: Teaching staff, Association staff, Families, Children External: Visitors/Contractors

Guiding Values	
WHAKAMANA	Empowering all to reach their highest potential by providing high-quality leadership
MANAAKITANGA	Welcoming, caring and innovative environment that treats everyone with respect and dignity.
PONO	Showing integrity by acting in ways that are fair, honest, ethical and just
WHAANAUNGATANGA	Engaging in positive and collaborative relationships

### Purpose of the Position:

The role takes accountability for the effective, efficient, and timely completion of the administration and operational tasks required by Waikato Kindergarten Association (WKA) to support the success of the organisation. Administrators ensure that files, data and processes are complete, up to date and accurate within required time frames.

### Specific Accountabilities:

Specific accountabilities for each 12-month period may be articulated separately to this job description based on current organisational priorities and performance as articulated via WKA leaders.

Key Accountability	Primary Activities
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Ensure the site and the team are customer service focused</li> <li>Always provide a warm welcome to parents/whaanau/visitors to the kindergarten</li> <li>Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances</li> <li>Ensure staff deal with parents/whaanau/visitors in a non-judgmental manner at all times, keeping the wellbeing and development of the child as first priority</li> </ul>
<b>Roll numbers managed effectively</b>	<p>Manage rolls and bookings to achieve maintenance of full enrolment:</p> <ul style="list-style-type: none"> <li>Monitor enrolment systems including waiting lists</li> <li>Communicate enrolment information including placement with parents/caregivers</li> <li>Communicate to Head Teacher/Team child movements i.e. starting, changes to enrolment, exits</li> <li>Work alongside Association staff to manage bookings/enrolments</li> </ul>

	<ul style="list-style-type: none"> <li>• Waitlists are maintained and up to date. Families will be kept informed of pending vacancies</li> <li>• Follow the practices in line with KW procedures for managing enrolments, enrolments and admission</li> </ul>
<p><b>Discover database</b></p>	<p>Administer the WKA child management programme – Discover – to ensure that details relating to children at the service are accurate, up to date, and within funding rules including:</p> <ul style="list-style-type: none"> <li>• Child enrolment and records are always maintained and in line with the MOE regulations</li> <li>• Rosters/timesheets (including adding relievers) created, updated &amp; communicated</li> <li>• Ensure all necessary information is collected on weekly attendance reports and teacher rosters i.e. signatures, and filed accordingly</li> <li>• Monitor Teacher/Children ratios to ensure funding rules are adhered to (in conjunction with Head Teacher)</li> <li>• Prepare and create various child reports as required</li> <li>• Complete monthly checks, update Discover as necessary for Head Teacher sign off</li> <li>• Follow the practices in line with KW procedures for roll verification</li> </ul>
<p><b>Child Inductions &amp; Exits - administration</b></p>	<p>Manage child administrative induction and exit, including:</p> <ul style="list-style-type: none"> <li>• Manage and assist with the induction of new children/parents in conjunction with the Head Teacher/Team</li> <li>• Prepare pre-enrolment/welcome packs prior to the child starting</li> <li>• Ensure all pre-entry information (such as name tags, set up of profile and Storypark etc.) are prepared and maintained</li> <li>• Suitable and official identification is requested, and Discover updated in line with ELI</li> <li>• Ensure all enrolment forms are fully completed, signed and dated and follow-up any missing information i.e. identification/immunisation</li> <li>• All enrolment information is recorded correctly to Discover</li> <li>• Prepare and assist Head Teacher/Team in the child leaving practices in place for your kindergarten</li> <li>• Ensuring Kindergarten/family information is kept confidential at all times</li> </ul>
<p><b>Manage kindergarten financial and ICT requirements</b></p>	<p>Ensure all financial and ICT needs of the service are completed accurately and on time including:</p> <ul style="list-style-type: none"> <li>• Undertake weekly checks of invoices to all fee-paying families, correct any anomalies if necessary</li> <li>• Receipt monies received for fees received at the kindergarten Follow the practices in line with KW procedures for the kindergarten financials e.g. accounts processing, weekly banking, Monthly Visa card reconciliations and termly/as required reimbursements</li> <li>• Fee collection and recovery action is taken in line with the fee collection process of the kindergarten's procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekly aged analysis reporting is made to Head Teacher. Any issues to be raised</li> <li>• Assist and prepare cases to be considered for fee dispensation as directed by Head Teacher</li> <li>• Manage computer back-ups for kindergarten main system</li> <li>• Update inventory records regularly as required, email to Head Office</li> </ul> <p>Raise any anomalies / issues in a timely manner with Head Teacher/ESM</p>
<p><b>General office administration</b></p>	<p>Take initiative to make sure the office runs efficiently including:</p> <ul style="list-style-type: none"> <li>• Completing general office duties as requested by the Head Teacher</li> <li>• Reception duties, answering phone/s, greeting visitors (as required)</li> <li>• Managing / replying to emails</li> <li>• Opening and sorting hard copy mail</li> <li>• Ordering office and kindergarten supplies</li> <li>• Filing paperwork in a timely and systematic order and in line with the administration directory</li> <li>• Keeping the office area neat and tidy</li> <li>• Maintain up to date information (for example; refer administration directory, first aid and emergency registers, allergy lists, medical forms, vision and hearing, food register, team rosters, hat distribution, child leaving lists etc.)</li> <li>• Support the overall operations of the Kindergarten</li> <li>• Carry out other duties as required</li> </ul> <p>Prioritize tasks to achieve best outcomes for the Kindergarten, as requested by Head Teacher and in collaboration with staff and families</p> <p>Stay up to date with new technology / technological advancements relative to the role, including databases, Office suite, spreadsheets etc.</p>
<p><b>Teaching Support</b></p>	<p>Undertake untrained teaching/reliever duties (if applicable)</p> <ul style="list-style-type: none"> <li>• Work professionally with children in a ratio teacher role</li> <li>• Ensure relationships and interactions with children and whaanau are responsive, positive and encouraging</li> <li>• Express sincere interest in what children are doing</li> <li>• Manage children's behaviour positively and in line with procedures</li> <li>• Undertake children's wellbeing and caregiving routines as required</li> </ul>
<p><b>Relationships with others</b></p>	<p>Demonstrate a warm, welcoming and helpful manner at all times when engaging with staff and families</p> <ul style="list-style-type: none"> <li>• Listen fully and carefully, clearly explaining and ensuring understanding</li> <li>• Build and maintain positive working relationships</li> <li>• Actively contribute to the team, providing support where required</li> </ul>

<p><b>Professionalism</b></p>	<p>The organisation is represented internally, externally and on-line in a positive, professional, efficient and confidential manner.</p> <p>Productive, organised and efficient work ethic is always displayed in furthering the needs of the organisation</p> <p>Demonstrate and foster respectful, responsive, cooperative and supportive relationships across the organisation, and any related groups such as families, whaanau, agencies, external service providers.</p> <p>Maintain high standards of professional behaviour at all times; including actions, behaviour, and appearance in line with EEW/WKA policies, procedures, practices.</p> <p>Keep up to date with new &amp; updated policies and procedures</p>
<p><b>Health, safety and Wellness</b></p>	<p>Adhere to requirements of and contribute to improvements in health and safety processes and procedures</p> <p>Carry out all tasks in the safest possible manner at all times</p> <p>Comply at all times with WKA H&amp;S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> <li>• Following H&amp;S standards</li> <li>• Ensuring all hazards are identified and controlled</li> <li>• Ensuring all accidents and incidents are reported and resolved</li> <li>• Ensure clear understanding of H&amp;S procedures, training requirements, standards, forms and implementation of corrective actions</li> <li>• Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely</li> <li>• Any designated Health and Safety training is attended.</li> </ul> <p>Encourage operational practices that support staff wellness.</p>

This Job Description is intended as a general description of the work of the Administrator position and is subject to the recognition that priorities and responsibilities may need to change to meet Waikato Kindergarten Association strategies and operations. As such, this is not a full and limited list of job responsibilities. Waikato Kindergarten Association will undertake best endeavours to agree on substantive changes to responsibilities in good faith with each employee on an ongoing basis.