

Job Title:	Administrators	Job Category:	Administration
Location:	Whakamarama Kindergarten	Position Hours:	11 Hours (as per Employment Agreement)

Job Description

ROLE AND RESPONSIBILITIES

The Administrator is primarily responsible for ensuring that INFOCARE is kept up to date with all roll; staff and other requirements for the respective Kindergarten.

The core duties of the role are as follows:

- **Ensuring INFOCARE is up-to-date and information is loaded correctly**
- **Liaising with Parents and Head Teacher on enrolments / roll and donations-** Communication skills need to be at a consistently high level to ensure clear understanding is in place.
- **Donations, Fees and Statements-** Monthly review with Head Teacher to review where donations are at and identifying a plan of action for those struggling to pay their donations. Sending Donation and/or Fee Statements on a fortnightly basis to families.
- **Enrolment Form-** Ensuring all enrolments are completed and loaded, and parents have attested their 20 hours ECE to the Kindergarten.
- **Waiting List Management-** Managing and following up on waiting list on a fortnightly basis, updating Head Teacher on a minimum monthly basis.

Other duties:

- **First Point of Contact-** Often an Administrator will be the first point of contact for families, so it's important a professional and friendly manner is presented at all times.
- **Key Teacher Lists** are maintained
- **Children Portfolios-** Administrative set-up of portfolio's
- **Purchasing/ Ordering and re-conciliation-** On instructions from Head Teacher.
- **Invoice's** – Where required, ensuring all invoices are returned to the iOffice before the 20th of the month to ensure prompt payment
- **Newsletter-** Assist collating the newsletter on content provided by the Teaching Team, and approved by the Head Teacher

REQUIRED SKILLS

Ability to learn and use INFOCARE
 High level of attention to detail
 Strong Computer Skills (including Word and Excel)
 Ability to relate to a variety of people
 Excellent Communication Skills
 Excellent Organisational skills
 Problem solving

REPORTS TO: Head Teacher

Reviewed By:	PM	Date:	22 January 2020
Approved By:	PM	Date:	22 January 2020
Last Updated By:	PM	Date/Time:	21 January 2020