

**Northern Auckland Free Kindergarten Association
t/a Kaitiaki Kindergartens**

**Hobsonville Point Early Learning Centre
Reception, Administration
and Facilities Assistance**

POSITION DESCRIPTION

PERMANENT: 30 hours per week

RESPONSIBLE TO: Centre Manager
Finance Manager

RESPONSIBLE FOR: Administration, reception, and facilities assistance
Liaison with the parents/caregivers/whānau/ Primary
School staff, the Association and other stakeholders.
Discover (SMS), accounts, ordering and credit control
management.

POSITION PURPOSE: To ensure the efficient running of the Early Learning
Centre from an administrative perspective and to support
the objectives of the Association and the Early Learning
Centre, enabling teachers to focus on providing the
highest quality early childhood education for the children
attending.

KEY FUNCTIONAL RELATIONSHIPS:

Centre Manager

Parents, Caregivers, Whānau and Children

Association Support Office Staff, Teacher's, Support Staff, Primary School Staff

Visitors and Contractors

Key Result Areas	Indicators ...
Administration, Reception, Facilities	<ul style="list-style-type: none"> ➤ Discover (Student Management System) records are maintained and up to date ➤ Explain all enrolment procedures and policies clearly and effectively to parents / caregivers / whānau ➤ Maintain rolls to licenced levels, manage enrolments and waiting list ➤ Administrative tasks are completed in a timely and accurate manner ➤ Association deadlines are met ➤ Banking is completed and recorded correctly ➤ Credit card use is managed ➤ Policies and procedures are followed at all times ➤ Administrative audits identify a high level of accuracy ➤ Filing is current, accurate and appropriate to MoE requirements ➤ Information is up to date as directed by the Association ➤ Work closely with the Centre Manager to ensure the smooth running of the service ➤ Ensure Staff Timetables and leave forms are correct and signed off ➤ Together with the Centre Manager, ensure minor building or maintenance issues are dealt with ➤ Ensure the centres ICT facilities are maintained and operational ➤ Ensure centre consumables are ordered and stock maintained ➤ Ensure first aid and emergency kits are checked and restocked on a quarterly basis ➤ Liaise with the cleaners and other appropriate contractors ➤ At times, assist the centre cook to ensure supplies are ordered and delivered on time ➤ Place orders with suppliers for resources as directed by the Centre Manager and check all deliveries received correctly ➤ Ensure familiarity with Association policies and ensure

	those that are applicable to the role are adhered to
Team work	<ul style="list-style-type: none"> ➤ Work with the team towards excellence as a common goal ➤ Show initiative appropriately ➤ Follow agreed practices at the Early Learning Centre ➤ Contribute to team discussions and decisions ➤ Be proactive and forward thinking ➤ Support the values of the Association ➤ Assist in creating an environment which supports satisfied parents/caregivers/whānau and employees of the Association
Communication/liaison	<ul style="list-style-type: none"> ➤ Act as first contact for parents and caregivers ➤ Inquiries from parents/whānau are handled effectively ➤ Act as first contact for teaching staff for any operational matters ➤ Communication is consistently open and honest ➤ All interactions are respectful, courteous and professional ➤ Conflict handled appropriately ➤ Messages are consistent with the expectations of the staff ➤ Messages are relayed in a clear, timely manner ➤ Assistance/advice sought promptly from Centre Manager or, Support Office Management when issues arise ➤ Confidentiality is maintained ➤ Ensure all post and correspondence is efficiently dealt with in conjunction with the Centre Manager where appropriate

IDEAL PERSON SPECIFICATIONS:

Suitable Experience:

- High level administration skills
- Reception duties
- Clerical assistant
- Public point of contact
- Customer service experience

- Discover knowledge (training can be provided)

You will need to have:

- Confident, clear communication skills
- Intermediate to strong computer skills
- A commitment to the principles of Te Tiriti o Waitangi
- A willingness to work in a multicultural environment
- Enthusiastic, proactive approach to customer service
- Ability to work in a team
- Honesty and integrity
- Flexible attitude to work practice
- Ability to work with minimum supervision
- Excellent time management skills
- Good standard of physical fitness as some lifting may be required