

ADMINISTRATION OFFICER (CHILDREN'S PROGRAMS)

Vision Statement

'Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.'

Summary of the Position and its Responsibilities

The Administration Officer (Children's Programs) reports to and is accountable to the Director – Children's Program (Thebarton) and the Director – Children's Program (Underdale) for the provision of administrative, reception and account keeping services for Gowrie SA.

Agreement, Award and Conditions

The Administration Officer (Children's Programs) role is offered in accordance with Gowrie SA policies. The incumbent will be aligned to the Clerks (Private Sector) Award 2010, dependent on their qualifications and/or experience.

The Administration Officer (Children's Programs) is required to:

- Attend quarterly Gowrie SA after-hours organisation-wide staff meetings
- Attend other relevant meetings, as required

Educational Qualifications/Experience

The Administration Officer (Children's Programs) will:

Essential

- Have proven experience using databases, SPIKE software and Microsoft Office suite
- Have experience working in a reception role

Desirable

- Ideally have experience working in a non-profit/community based environment or early years' service

Statement of Key Responsibilities

The Administration Officer (Children's Programs) will:

Daily Tasks:

- Follow the Reception morning schedule, in accordance with the procedure manual
- Check electronic sign in/out times for every room at Thebarton and Underdale sites for drop off and pick up times
- Complete immunisation reports each morning for both Thebarton and Underdale
- Reconcile the daily EFTPOS slips and B Point in accordance with the steps set out in the procedure manual
- Follow the Reception evening schedule, in accordance with the procedure manual
- Process family payments, providing receipts for payments made

Weekly Tasks:

- Send through Payment Advices to the Administration Team Leader/Finance Officer after completing the bank statement each Monday

- Send all attendances to Canberra each Monday after all absences, actual times, vacancies and IDF are entered for the previous week
- Complete the Utilisation reports, emailing through to the CEO and both Directors – Children’s Programs once completed
- Process all billing through SPIKE
- Record banking each week, emailing to the Finance Officer each Monday
- Count and reconcile petty cash weekly
- Provide the kitchen child and staff lunch numbers each Friday
- Print the kitchen menus ready for each Monday morning

Other Tasks and Responsibilities:

- Process refunds in accordance with Gowrie SA policies and procedures
- Enter updated Health Plans into SPIKE, following the procedure set out in the manual for communication to all areas
- Enter new enrolments including printing of the labels for the blue folders as required
- Book centre tours for prospective families
- Answer queries in regards to waiting lists, keeping these lists relevant and up to date
- Debt recovery in accordance with Gowrie SA policies and procedures
- Log all maintenance calls and work in the maintenance diary
- Providing data entry and maintenance of systems including SPIKE
- Providing administrative and clerical support to the Educators, ECTs and Team Leaders, as required
- Prepare month end information for the external Accountants, when requested
- Managing an efficient filing system, including archiving in accordance with the procedure set out within the procedure manual
- General administration duties as required by the Directors – Children’s Programs
- Provide a friendly and meet/greet service to all visitors to Gowrie SA
- Provide a professional, prompt and courteous service for queries and incoming phone calls
- Conduct themselves in accordance with the Employee Code of Professional Practice at all times
- Any other reasonable duties, as directed

Person Abilities/Aptitudes/Skills

The Administration Officer (Children’s Programs) will:

- Communicate effectively verbally and in writing
- Have the ability to work collaboratively and to negotiate problem solving approaches
- Have the ability to work autonomously and demonstrate initiative
- Have the ability to receive, and act on, constructive feedback
- Have the ability to set goals, reflect and review
- Show a commitment to Gowrie SA vision, values and philosophy
- Maintain confidentiality and professionalism at all times
- Liaise with others to achieve required outcomes
- Provide advice and information in an appropriate and sensitive manner
- Have competent and accurate typing and data entry skills
- Have the ability to organise workload and achieve identified outcomes within defined timelines

Knowledge

The Administration Officer (Children’s Program) will have:

- A knowledge of Workplace Health and Safety principles and practices
- A knowledge of administrative procedures
- A knowledge of the children’s services sector

Special Requirements

The Administration Officer (Children’s Programs) will:

- Hold a current not-prohibited Working with Children Check

- Sign a Statement of No adverse Effects, which is will be required annually



DECLARATION OF ADMINISTRATION OFFICER (Children's Programs) Job & Person Specification

Approval by the Program Leader:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the Administration Officer (Children's Programs) job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature:

Date:
