

KINDERGARTEN SUPPORT STAFF ADMINISTRATOR JOB DESCRIPTION

POSITION:	Kindergarten Support Staff Administrator
KINDERGARTEN:	
RESPONSIBLE TO:	<ul style="list-style-type: none"> • Head Teacher • Senior Teacher • General Manager
FUNCTIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • Teaching Staff • Kindergarten Committee • Children attending the Kindergarten • Parents and Caregivers • Senior Teachers • WRFKA Office Staff
PRIMARY OBJECTIVE:	To provide administration tasks in the kindergarten to assist the teaching team to provide high quality early childhood education experiences.
CURRENT TEACHING STAFF:	
DESCRIPTION OF COMMUNITY:	<i>Take from current Teacher Job Description</i>
INFORMATION RELEVANT TO THIS POSITION:	<i>Take from current Teacher Job Description</i>
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Efficient computer skills. • Experience in Word, Excel and database skills is preferable. • Willingness to give support to the teaching team and committee. • Ability to communicate effectively.
PERSON SPECIFICATION:	<p>The core functions of a support person are to:</p> <ul style="list-style-type: none"> • Effectively carry out the tasks involved in updating and maintaining records held in Infocare - the kindergarten online child management system. • Prepare banking and receipting • Contribute to the day-to-day operation of the kindergarten.
ATTRIBUTES:	<p>Generally we expect all support staff to display the following attributes:</p> <ul style="list-style-type: none"> • friendliness • enthusiasm • tact

- discretion
- integrity
- ethics
- loyalty
- respect for others

KEY TASKS FOR KINDERGARTEN SUPPORT STAFF ADMINISTRATOR

Key Tasks	What	Comment
Daily/Weekly	<p>On Infocare:</p> <ul style="list-style-type: none"> • Mark the Kindergarten Rolls (Sign-in sheets) • Complete staff in sign in sheets for all day kindergartens • Adjust staff roster as required by Head Teacher • Process new children into Infocare • Print Sign in Sheets for week in advance • Process enrolment changes • Process leavers • Create sign in sheets • Enter new children on to waiting list • Update any personal details for enrolled or waiting list children • Print updated lists • Enter all fees and donations money received at kindergarten • Prepare money for banking either by staff or treasurer • Create banking reports for sending to Association 	
Weekly	<ul style="list-style-type: none"> • Create, review and commit invoices • Give invoice to new child in first week of starting • Create attendance report for absences that may break the three week rule or pattern absence rules (in conjunction with Head Teacher) • Prepare payment schedules approved by Head Teacher for sending to Association • Save copies of invoices and statements into folder on computer 	
Monthly	<ul style="list-style-type: none"> • Create discretionary hours report • Check Roll Return with Head Teacher • Check Frequent Absence Report with Head Teacher • Check Attendance Report with Head Teacher • Perform Funding Checks with Head Teacher • Create and print off Statements for HT to review and confirm and then and place confirmed statements in children's notice pockets 	

Other	<ul style="list-style-type: none">• Set up Notes/Reminders• Print out other reports as required by Head Teacher• Help with parent newsletters• Monitor supply of Whānau folders/enrolment forms• Other tasks as required by Head Teacher	
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