

**Northland Kindergarten Association**

***Te Kura Kōhungahunga Tōpū o Te Taitokerau***

Support Staff Position Description

**REPORTING TO:** Head Teacher, Professional Practice Manager and Service Manager

**RELATIONSHIPS WITH:** Teaching team, Professional Practice Manager, Service Manager, Operations Manager, Association Staff, Parents / Prospective parents / Whanau and children

**PRIMARY OBJECTIVE:**

To assist teaching staff in achieving the Association goal of providing quality early childhood education by working as part of the staffing team to provide administrative support.

**TASKS INCLUDE:**

*Administration*

* Accounts to Association- prepare ESL schedules, receipting, fees, administering the InfoCare accounts & other finance duties.
* Maintain records accurately both manually & electronically using InfoCare system. Ensure documentation & resources for new enrolments are managed and up to date.
* Assist with enrolment management, keeping Head teacher up to date with enrolments and maintain confidentiality regarding staff, children, families and whanau.
* Invoice, receipt & code payments in a timely manner.
* File documentation
* Answer phones and manage parent enquires
* Order equipment and supplies
* Manage grant applications in conjunction with the Head Teacher
* Ensure Policy folders are up to date and accessible.
* Other duties as required by the Head Teacher

*Teamwork & Relationships*

* Able to work independently as well as part of a team and be adaptable and approachable and establish good working relationships with staff, children, families and whanau
* Understand and work to the policies and procedures of the kindergarten and the Association
* Induction of new whanau / families and to be an effective communicator including clear, appropriate speech and handwriting
* Communication, management and having a pleasant phone manner
* Good time management and organisational skills and to be able to work independently as well as part of a team
* Some support staff may be required to cover staff lunches¹ (extra hours are provided for this)

\*\* Remuneration – Starting Pay Rate is currently $25 per hour