

ADMINISTRATION ASSISTANT POSITION DESCRIPTION

<p>Our Vision - Tō tātou Whakakitenga Children + Family + Community Together shaping our world Tamariki + Whānau + Hapori Kia hangaia ngātahi ai tō tātou ao</p>

Position:	Administration Assistant
Responsible to:	Chief Executive Officer
Directly reporting to:	Financial Services Team Leader
Working relationships with:	Head Teacher (HT)/Centre Manager (CM) Teaching Team Association Office Professional Practice Managers Children Families Whanau Community representatives

Primary Objective :	To assist the Head Teacher/Centre Manager and Teaching team by effectively managing the office administration and thereby meeting CMKA Association Office, Discover and Ministry of Education requirements at the Centre.
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Key Accountability:	Task
Core Administration: Discover and Enrolment Administration	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Manage waiting list/enrolment monitoring systems to effectively maintain roll ensuring this information is available to the relevant team members • Prepare pre-enrolment packs and ensure these are available at all times • Communicate place/enrolment information with parents • Manage administration induction of new children/parents in conjunction with the HT/CM • Ensure enrolment paperwork is completed in full prior to child starting and data entry of enrolment form • ELI – collect suitable official identification and enter into Discover • Action all child enrolment changes, i.e. starting, leaving and changes to days and hours of enrolment <p>MANAGE DISCOVER AND REPORTING</p> <ul style="list-style-type: none"> • Update child and caregiver information in Discover • Create and action Frequent Absence report in conjunction HT/CM • Complete checks on Centre Funding report to meet deadlines set out by CMKA Financial Services Team (i.e. RS7 monthly deadlines) • Continually working on updating staff data in order to complete MOE Annual ECE Return via Discover • Provide various child reports to CMKA Financial Services Team and teaching team as required. • Maintain medical information and display where appropriate, e.g. immunisation, allergy information and vision and hearing consents <p>DATA ENTRY</p> <ul style="list-style-type: none"> • Enter child absences into Attendance • Create, print and ensure all staff completion of all daily and weekly staff reports including Relievers <p>Monitor teacher/children ratios and funding percentages to ensure all funding rules are adhered to (in conjunction with HT/CM)</p>
Financial Administration	<p>TASKS</p> <ul style="list-style-type: none"> • Monitor and follow up as required on automatic invoicing process • Receipt all monies received (i.e. cash, cheques, direct credits, and automatic payments). • Processing and data entry of fundraising income and sundry income • Administration of discounts, WINZ and other subsidies • Aged debtors and provide parents with Statements as required • Process reports for the Financial Services Team • Process supplier accounts for payment • Process Credit Card Receipts and Staff Reimbursements
General Administration	<ul style="list-style-type: none"> • Collection and processing of mail. • Handling routine correspondence by phone, email, word processing, photocopying and filing. • Assisting with other administrative duties that arise from time to time (as time permits)