

EARLY LEARNING CENTRE ADMINISTRATOR

OVERVIEW

The Early Learning Centre (ELC) Administrator is responsible for providing effective, inclusive and respectful customer service and efficient, accurate and timely administrative support within our ELC. They will be required to complete a range of organisational duties to support both the Head of Early Learning and the smooth operation of the Centre, within the ELC – Year 12 context of the International Grammar School.

KEY RELATIONSHIPS

The ELC Administrator is ultimately responsible to the Principal. They report to the Head of School Early Learning.

1. RESPONSIBILITIES

- 1.1 provide administrative and technological support, as required by the Head of the ELC
- 1.2 provide effective liaison with a broad cross-section of people including children, staff and parents, and external providers
- 1.3 provide Reception support as required
- 1.4 ensure that all ELC records and documentation are appropriately maintained
- 1.5 management of the Provider Entry Point software with detailed knowledge of application of Child Care Subsidy, bookings, and billing processes
- 1.6 enrolment and orientation procedures as directed by the Head of ELC
- 1.7 management of systems and registers to promote and ensure regulatory compliance and implementation of School policies and procedures
- 1.8 set up and maintenance of educational documentation portals and information such as Storypark
- 1.9 support the Head of School with coordination and update of rosters, calendars, rolls and other record keeping, as required
- 1.10 coordination of funding accountability documents and requirements as directed by the Head of School.

2. QUALIFICATIONS AND EXPERIENCE

The ELC Administrator will have:

- 2.1 previous, successful administrative experience in an Early Learning Centre
- 2.2 broad and highly developed technology skills and experience, including with Xplor databases, MS Office and Google Suite
- 2.3 knowledge of child care rebates and processes to assist families with payment of fees
- 2.4 a current Working With Children Check (NSW) and a working knowledge of WHS procedures in the ELC context.

3. PERSONAL ATTRIBUTES

To succeed in this portfolio you will:

- 3.1 have excellent written and verbal communication skills
- 3.2 have the ability and initiative to work both independently and as part of a highly cohesive team
- 3.3 be able to coordinate and execute multiple tasks in an organised, accurate and timely manner
- 3.4 exercise attention to detail and bring the capacity to hone or develop new skills
- 3.5 demonstrate, effective relationship building and interpersonal skills, with a customer focus



- 3.6 promote a professional image of the School to all stakeholders when dealing with enquiries via phone, email or in person and in a professional, approachable and timely fashion
- 3.7 have capacity to embrace the School's culture, values and Code of Conduct.

