

## **JOB DESCRIPTION**

### **ADMINISTRATIVE OFFICER Child Care**

Hours of work:	School days 3pm-6pm Vacation Care 8am-11am
Responsible to:	Child Care Co ordinator
Employer:	The Management Committee Chester Hill Neighbourhood Centre Inc.
Salary & Conditions:	In accordance with the Social, Community, Home Care and Disability Industry Award (SCHCADS) Industry Award 2010. Grade 2 Level 2 PP1

#### **Duty Statement:**

The Administrative Officers role is to assist the Child Care Co ordinator in the administration of Before and After School Care & Vacation Care.

The Administrative Officers responsibilities are:

Receive and check Enrolment Forms

To ensure accurate data entry into Qikkids

Distribute timely Account summaries to parents/ carers

Monitor potential debtors and elicit payment when due

Receipting & Banking of Payments received

Bank reconciliations and Petty Cash requisitions

Liaise with parents/carers & promote CHNC services

Assist with staff : child ratio when required

Work within WH & S guidelines

Maintain relevant records and statistics.

Work as a team member of Chester Hill Neighbourhood Centre and adhere to the Policies and Procedures of Chester Hill Neighbourhood Centre Inc.

Other duties as required by the Centre Manager and Management Committee

## **ADMINISTRATIVE OFFICER**

This is a Perm Part time position , Min 10 hours per week, flexible hours, Salary is based on the SCHADS Industry Award 2010. Grade 2 Level 2

### **Essential:**

Demonstrated eye for detail in an office/accounts setting

High level working knowledge of Qikkids

Understanding of Child Care Packages and relevant CC fee structures

Ability to work independently and as part of a team.

High level of communication and organisational skills

High level IT skills and accurate data entry

2 current references/referees

Commitment to EEO & Access & Equity principles

Willingness to obtain a Police Check (paid by CHNC)

Current working with Children Check

Current First Aid Certificate

### **Desirable**

LR Drivers License

Relevant tertiary qualifications

Chester Hill Neighbourhood Centre is an EEO employer. Written applications addressing each of the above criteria and resume to Centre Manager. Chester Hill Neighbourhood Centre. [admin@chesonc.ngo.org.au](mailto:admin@chesonc.ngo.org.au) by Friday 8<sup>th</sup> July 2022