



**JOB DESCRIPTION- Maternity Leave Position**

**ADMINISTRATIVE OFFICER Child Care**

Hours of work: School days 3pm-6pm  
Vacation Care 8am-11am

Responsible to: Child Care Coordinator

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 Maternity Leave Position 15 hours per weeks, 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

Fully Covid 19 Vaccinated

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. [manager@chnc.org.au](mailto:manager@chnc.org.au) by 3<sup>rd</sup> March 2023