

## POSITION SUMMARY

### ADMINISTRATION/PROCESSING ASSISTANT – PART - TIME (052)

<b>Directorate</b>	Cultural & Community Services
<b>Section</b>	Children's Services
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Permanent Part-time (20 hours per week)
<b>Commencing Salary Range</b>	\$485.48 - \$509.41
<b>Reports to</b>	Child Care Director
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Sallywags Child Care Centre

#### Position Purpose

To provide administrative assistance within the operations of Sallywags, Little Sallywags and the Children's Service Department, as required.

#### Key Responsibilities

- To provide efficient management of administration systems, including Child Care Management Systems within child care centres
- To update and maintain all forms of enrolment and accountability information within the Child Care Centre computer system
- To provide secretarial and administrative support to the Child Care Director.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Minimum of 2 years Office Administration experience, in particular child care services
- Proficiency in the operation of various communication packages
- Good oral and written communication skills
- Ability to maintain confidentiality
- Ability to work in a team promoting cooperation and good relationships within Children's Services
- Excellent customer service skills
- Able to comply with the requirements of the Child Protection (Working with Children) Regulation 2013 through the provision of a Working with Children Check clearance.

### Desirable

- Certificate III in Office Administration or equivalent
- Experience in the administration of Child Care Benefit and Child Care Management System
- Previous experience in Local Government.
- Current First Aid Certificate

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 20 hours per week
- Monday, Tuesday, Wednesday, Friday (5 hours per day) 8.30am – 2pm (1/2 hour lunch break)
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol testing) and audio required as part of selection process.

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