

Job Description

- 1. Job Title:** **Kaiwhakarite** Administrator
Little Citizens – 25hrs per week
- 2. Section:** Administration
- 3. Reporting to:** **Kaitiaki Pūtea** Accountant
- 4. Date last changed:** 25 November 2022
- 5. Version:** 2.0

6. Job Objective:

To undertake administrative, reception, enrolment and record keeping tasks to ensure all relevant information is maintained and the centre operates as efficiently as possible.

To offer administration support to the **Kairuruku Whānau**, Whanau & Practice Coordinator, Kaiwhakahaere Chief Operations Officer and **Kaitiaki Pūtea** Accountant as required.

7. Declaration:

The duties of this role are not limited to those listed below, but include other duties as required to assist in the operation of The Methodist Mission, as determined by the **Kaitiaki Pūtea** Accountant.

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the **Kaihautū** Director may authorise a new Job Description at any time.

8. Key Tasks:

To provide effective and competent administration and reception services to Little Citizens. To be the first point of contact for families at the centre and to provide administrative support to the **Kairuruku Whānau** Whanau & Practice Coordinator, **Kaiwhakahaere** Chief Operations Officer and **Kaitiaki Pūtea** Accountant

9. Job Responsibilities

Key Tasks	Elements
Inquiries and Enrolments	<ul style="list-style-type: none">• To be the first point of contact for whanau enquiring about the centre.• To respond in a timely manner to enquiries that come into the centre by phone, web, email and in person.• To arrange tours of the centre.• To arrange a time with the whānau to complete all required paperwork to enrol into the centre• To follow up with confirmation of settling times and fees.• To advise the Whānau and Practice Coordinator of requests to change enrolments or persistent absences• Communicate with whānau around changes in enrolment.• To complete Termination of Service when whānau leave the centre.

Administration	<ul style="list-style-type: none"> • All filing systems are orderly and filing is kept up to date • All administration tasks are dealt with in a timely and professional manner. • Competency with laminating and photocopying and completed within the time frame required
Family records	<ul style="list-style-type: none"> • All necessary information obtained, collated, processed and filed within agreed timeframes
Reception	<ul style="list-style-type: none"> • Visitors to the building and those phoning the centre will experience a welcoming and helpful reception • Phone messages accurately recorded and delivered as soon as practicable. • Basic Te Reo Māori is used to answer the phone and welcome people visiting the Methodist Mission • All enquiries are addressed promptly, professionally and appropriately. This includes ensuring the Mission is able to provide a single entry point to all its services.
Accounts	<ul style="list-style-type: none"> • Routine orders are purchased and stored ready for use by staff. • Carry out pricing and ordering on stationery and equipment requests as required. • Other items will be purchased as per list or instructions. • All supplier invoices matched with purchase orders for processing and any issues addressed. • Petty cash monitored and reconciled on a regular (at least fortnightly) basis • Arrange maintenance requests for the centre when identified. • Arrange quotes on request.
General	<ul style="list-style-type: none"> • Abide by The Methodist Mission policies and procedures at all times. • Provide advice to the line manager on any issues of concern • Undertake other projects from time to time • Meet with the line manager regularly for the purpose of monitoring workflow and workload • Participate in annual appraisal and work-planning • Commitment to working for a bicultural organisation

10. Authorisations

Staffing	No authority
Contractual	No authority
Financial	Code and act as first signature for LC expenditure

11. Relationships

Functional relationships:

Kaitiaki Pūtea Accountant
Kaiwhakahaere Chief Operations Officer
Kairuruku Whānau Whanau & Practice Coordinator
Kaiako Little Citizens Teachers
Taituarā a Hapori – Community Services Specialist
Suppliers
All Mission staff and clients

12. Person Specification

Qualifications

Essential

Current driver's licence.

Desirable

Current First Aid Certificate.

Qualifications in business administration or business technology an advantage.

Skills

Essential

Administration skills
Time management skills
Good written and oral communication skills
Excellent planning and organisation skills
Comfortable using and understanding basic Te Reo Māori and tikaka with a willingness to develop these skills further

Desirable

Familiar with client management software (Discover childcare, Exess, SafetyNest)

Personal Qualities

Flexible and responsive
Ability to relate well to staff and students and work as part of a team
Ability to keep information strictly confidential
Ability to make appropriate decisions quickly
Sound judgement and non-judgemental
Self-motivated and energetic
Ethical
Ability to cope with pressure
Ability to work independently
Able to meet deadlines, handle multiple tasks and prioritise.
Able to use initiative effectively.
Accurate and pays attention to details

Experience

Experience in a similar role.

13. Authorisation of Job Description

Kaitiaki Pūtea Accountant:



Date: 25 November 2022

Kaihautū Director:



Date: 25 November 2022