

POSITION DESCRIPTION

Date	October 2021
Position Title	Early Years Administration Officer
Reports to (position title)	Business Operations Manager – Early Years Management
Department	Early Years Management Team

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children’s Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The purpose of this position is to provide administrative support to the Early Years Management team.

Key tasks of this role include:

- Systems troubleshooting and user management.
- Data manipulation and report building within existing systems.
- Sending bulk communications to educators, families and internal teams using email and an SMS platform.
- Building forms and surveys on multiple platforms including Microsoft Forms and JotForms.
- Providing high-level, ongoing support to kindergarten services and educators with planning and implementation of the School Readiness Funding roll-out.
- Completing and lodging the School Readiness Funding Annual Plan for each kindergarten service on the Kindergarten Information Management System (KIMS).
- Liaising with external stakeholders around School Readiness Funding including the Department of Education and Training and menu providers i.e. training organisations.
- Liaising with internal stakeholders around School Readiness Funding including the Finance team and Area Managers.
- Maintaining data, funding reconciliations and tracking for the School Readiness Funding.
- Coding, approving and recording School Readiness Funding invoices.
- Completing a Mid-Year Review and End of Year Acquittal of School Readiness Funding for the Department of Education and Training.

KEY RESULT AREAS AND RESPONSIBILITIES

- Knowledge of and ability to use a range of systems platforms with live data
- Timeliness and accuracy in all communications.
- Tasks and projects completed within specific deadlines set by external stakeholders.
- Professional and respectful relationships with internal team members and external stakeholders.
- Ability to work independently and autonomously.
- Ability to work effectively with other bestchance teams.
- Effective reporting of funding to internal and external stakeholders.
- Management of service funding including providing updated progress reports.

KEY SELECTION CRITERIA

- Qualifications in administration would be beneficial but not essential.
- This role assumes a certain amount of prior knowledge of administrative systems and Microsoft Office
- programs so extensive experience would be looked upon favourably.
- A satisfactory Police Records Check and valid Working With Children Check
- Well-developed verbal and written communications skills.
- Extensive knowledge of the Microsoft Office Suite.
- Flexibility in dealing with a range of requested and delegated tasks with potentially competing demands.
- Demonstrated organisational and time management skills.