

Centre Administrator

G8 Education • Speers Point NSW 2284



Base pay
\$0 - \$0



Work type
Casual/Holiday



Contract type
Permanent

Job details



Date posted
30 Sep 2021



Expired On
01 Oct 2021



Category
Admin & Office Support



Occupation
Early Childhood



Base pay
\$0 - \$0



Contract type
Permanent



Work type
Casual/Holiday



Job mode
Standard/Business hours

Full job description

Great Beginnings Speers Point is a state of the art centre that is passionate and dedicated to ensuring that all children are provided the best head start to their early years of learning and education, all in an interactive environment that is safe and exciting.

Our early education and child care centre in Speers Point is ideally located for families commuting through Lakelands, Macquarie Hills and Boolaroo. It is a beautiful, modern child care centre which caters for 104 places, with six rooms and one large natural shared play space outdoors, with opening hours are Monday to Friday from 6.30am to 6.30pm

For further information and photos please visit our centres website:

<https://www.greatbeginnings.com.au/childcare-speers-point>

The team are looking for an experienced **Administrator** to assist and support the Centre Manager in the day to day administrative operations of the centre.

The successful candidate will have the following skills and qualifications:

- Hold a minimum of a Certificate III in Children's Services (Desirable)
- A current WWC
- Excellent verbal and written communication skills
- Strong computer and technology skills
- Excellent verbal and written communication skills
- Dedication to developing the future of children

- A friendly and energetic demeanour

The key priorities of the role include:

- Take responsibility for all parents accounts and payments from debt recovery to handling BPay, Centrepay and Ezi debit payments.
- Assist with sending attendances to CCMS each week and ensure all messages from CCMS are retrieved
- Manage parent sign in sheet process
- Entry of team member timesheets, and ensure accuracy of data and staff pay details
- Banking and banking reports to be completed as per company procedure
- Handle any enquiries when in the office – follow up on all enrolment enquires and manage the waiting list ensuring that the centre is increasing in occupancy or full at all times.
- Creating notices and newsletters and distribute as required
- Placing of monthly orders on line as per allowable monthly centre budgets and advised by Centre Director
- Open mail and distribute
- Updating parent information to ensure it is current and up to date
- Monitor all folders and office files
- Ensure the office/reception area is kept clean, tidy and organised at all times
- Any other reasonable tasks as required by the Centre Manager
- Create a friendly, secure and stimulating interactive learning environment
- Ensure health & safety standards are maintained at a high level at all

times

G8 Education is Australia's leading name in providing the highest quality of Early Childhood Education and Care across 470 services nationally, including 24 prominent brands. We strive to deliver meaningful programs that shape our future leaders (our children) with innovative and creative teaching practices that encourage children to explore and discover.

Our staff benefits at G8 Education include:

- A Health and Wellness program (Active8)
- Annual complimentary flu shots
- Discounts on Child Care
- Access to employee benefits and discounts including hotels, health insurance, gym memberships, and theme park admissions
- Dedicated focus on professional development
- Paid training
- Career advancement opportunities

If you are ready for your next challenge and want to join a supportive working environment, please submit your application via 'Apply Now'.

G8 Education is a committed advocate for child protection, safety & wellbeing. As an organisation, we have a zero tolerance to any form of child abuse or harm. The safety and well-being of children will always be our priority and we have an expectation that all of our team members embrace this shared commitment.