



Sheldon College Position Description



Administration Assistant – Early Learning

Department: Early Learning
Responsible to: Principal

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

Position Overview

The role of the Administration Assistant – Early Learning is to provide a high level of assistance and support to all activities and educational services related to Early Learning. The Administration Assistant – Early Learning will be expected to perform a diverse range of activities while carrying out this role. Although this is primarily an administrative role, this person will have an important and valued impact on the lives of all young children who are cared for within the centre.

Your Responsibilities

- Position Consult fortnightly programs so as to be aware of what is taking place in each care room and how this is of benefit to children and to use such knowledge when interacting with children.
- Promote the importance of play as the crucial factor in child development
- Maintain records that enable staff to cater for the individual health requirements of each child;
- Maintain records that ensure that effective food handling and hygiene practices are always implemented;
- Maintain records that provide information, guidance and direction on infectious conditions and that document action plans for the management of any that should occur at the Centre;
- Maintain records of information that promotes balanced and healthy eating;
- Provide feedback to the Team Leader to enable them to assume quality control in the above areas.





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- Maintain records of information that promotes balanced and healthy eating;
- Assume responsibility for the Reception Desk and surrounding areas to ensure families are being communicated to in a highly professional manner that engenders assurance that their needs, interests and feedback are taken seriously and actioned promptly;
- Support the involvement and participation of families when appropriate;
- Be aware of the values and philosophy of the Sheldon College Community and articulate how other staff should be further upholding these in their daily practice;
- Be aware of issues of interest in the wider community that could be incorporated into the program for the greater benefit of the children and provide this information to the Group Leaders or the Team Leader;
- Be aware of other services offered within the community which aid and support families and make this knowledge available to parents upon request.
- Under the guidance of the Team Leader maintain all Centre policies to ensure the service operates within relevant legislation;
- Provide support to staff to ensure professionalism, confidentiality and ethical conduct is promoted in communications between staff and management;
- Ensure all relevant information is available to parents and families and to determine opportunities for these parties to contribute to certain management aspects of the service;
- Maintain records that are part of implementing an effective recruitment, orientation and induction process for staff;
- Support the Team Leader in their development of Centre-generated Professional Development for staff and maintain the Professional Development Logs for all staff;
- Maintain the records for the recording and handling of any Grievances and Complaints;
- Maintain records for enrolments, audit, including attendance sheets, allowable absences, childcare usage reports, CCB notices and receipts;
- Action and monitor expenditure for resources;
- Develop and uphold the Policies, Procedures and Philosophy of the Centre;
- Act within State Government Legislation and regulations as relates specifically to Child Care Centres and any adult whose work it is to primarily care for children or young people;
- Participate in the National Quality Standard Assessment and rating process and strive to uphold its recommendations at all times;
- Undertake Professional Development and share professional knowledge with others;
- Work consultatively with the Sheldon College Finance team when fulfilling any Centre-based duties related to fees and budgets;





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Requirements

- Excellent verbal and written communication skills;
- Strong customer focus and quality service orientation appropriate to providing support to service departments and end users of College systems;
- Good interpersonal and communication skills are required in dealing with all levels of management, parents and external service providers;
- Effective problem-solving skills;
- Ability to proactively engage with stakeholders at various levels;
- Ability to effectively manage competing priorities to ensure deadlines are met;
- Eligible to hold a Working with Children Blue Card – Commission for Children and Young People.

Desirable

- Previous experience working in Administration or a client facing role, particularly in a school setting, would be highly regarded but is not a requirement.
- A qualification in Early Childhood Education desirable but not essential

