



## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer
<b>Department:</b>	Family Day Care
<b>Date:</b>	October 2022
<b>Reporting To:</b>	Children's Services Manager, Family Day Care
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	Family Day Care staff, ECEC Staff, Business Services team, Leadership team
<b>External Liaisons:</b>	Family Day Care Educators, State Government, Commonwealth Government, Reporting Software providers, families.

### Company Overview

The Infants' Home Child and Family Services is a leading provider of high quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150<sup>th</sup> year in 2024.

### Purpose/Key Objectives

- Provide timely and accurate reporting of attendances as required under the Child Care Subsidy legislation.
- Provide effective administrative and office support to the Family Day Care service.

### Responsibilities:

#### 1. To accurately report service attendances and administer Child Care Subsidy (CCS)

- Process fortnightly attendances as required under the Family Assistance legislation
- Liaise with Educators and families in regard to adjustment to attendances
- Administer Child Care Subsidy payments to Educators
- Ensure child enrolment requirements are met with regard to relevant regulations and laws
- Collect Parent and Educator levies from CCS disbursements and invoice Educators

#### 2. Effective Administrative and office support

- Maintain and update CCMS database
- Manage weekly vacancy reporting
- Manage CCS application in accordance with required legislation
- Liaise with new Educators in training for electronic reporting
- Liaise with Educators and parents in regard to fees, bookings, sign on pins and payments
- Maintain professional, friendly communication as the first point of call for all external enquiries
- Maintain confidentiality
- Ensure records and archive management complies with Education and Care Services Laws and regulations
- Reconciliation of levies and fees made to Family Day Care
- Order and manage stationery and office provisions
- Ensure child records are up to date including immunisation

- Maintain records of Educator training
- Assist in the development, implementation and maintenance of administrative and information forms
- Maintain up to date knowledge on all reporting software
- All other office support tasks as required by the Educator Support Officers and/or the Children's Services Manager (Family Day Care)
- Participate actively in the service Quality Improvement Plan

### 3. Professional Conduct

- Exercise due care, skill and judgement and always act in accordance with applicable professional ethics, principles, legislation and standards.
- Always work within the guidelines of policies and procedures of The Infants' Home.
- Identify and attend relevant continuing education and professional development opportunities.
- Promote the understanding and application of diversity.

### 4. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- Family Assistance Legislation Amendment (Jobs for Families Child Care package) Act 2017
- Education and Care National Law and Regulations
- Work Health and Safety legislation
- National Quality Standards
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals

### 5. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

### 6. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Children's Services Manager (Family Day Care)
- Work towards the organisation's strategic plan of service quality, service growth and service sustainability
- Attend meetings as required

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## Essential Criteria

### Qualifications/Experience

- Proven experience in an office administration role, preferably in a Family Day Care/Long Day Care setting
- Working knowledge of the Children (Education and Care National Law Application) Act, Education and Care National Regulations and National Quality Standards
- Strong interpersonal and communication skills
- High IT literacy
- A recent National Criminal History Check Clearance (less than 6 months old)
- Required to obtain or have a Provider Digital Access (PRODA) RA Number
- Working knowledge of the Children (Education and Care National Law Application) Act, Education and Care National Regulations and National Quality Standards

Please note, all employees at The Infants' Home are required to have unrestricted working rights in Australia, a valid NSW Working with Children Check and up-to-date COVID-19 vaccinations.

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I have read and agree to undertake the duties as outlined:

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Name

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Signature

\_\_\_\_\_  
Date