

## **SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES**

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### **Clerical Officer Level 1**

**1. Title of position**

Clerical Officer Level 1

**2. Award/Agreement**

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Clerks (South Australia) Award

**3. Special conditions**

Attend out of hours meetings, training and service functions if required

**4. Position objectives**

- Support the centre's philosophy of care
- Ensure the delivery of quality administrative support for the centre
- Maintain confidentiality
- Develop continual learning practices to increase own professional knowledge

**5. Requirements of the job**

**Skills**

- Good written communication skills
- Interpersonal skills
- Ability to accept supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work within a team
- Ability to contribute to group discussions
- Developing time management skills
- Word processing and keyboard skills or willingness to develop
- Record keeping skills
- Filing skills
- Recording, matching, batching of accounts, invoices, etc

**Knowledge**

- Of the centre's philosophy
- Of office procedures
- Developing knowledge of computer operations and packages

**Experience and /or qualifications and/or training**

- None required
- Undertake in-service training

**6. Responsibilities and duties**

**General**

- Read, understand and work within the centre's philosophy, policies and procedures
- Reception duties and other relevant tasks as directed

- Liaise with parents in a professional and helpful manner
- Maintain appropriate records in good order
- Handle incoming and outgoing mail
- Basic financial duties
- Word processing or manual systems, including as directed
- Report any emergency or hazard to the director or, if unavailable, the interim person in charge

**Occupational Health Safety and Welfare**

- Take responsibility to read and understand relevant information
- Take reasonable care to protect his or her own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work.

**7. Organisational relationships**

- Responsible to the Director and through her/him to the Management Committee.
- Number of staff reporting to this position; none
- Number of volunteers reporting to this position; none

**8. Extent of authority**

- Responsible and accountable for own work, which is performed within established guidelines
- Works under supervision of director
- Work outcomes are monitored regularly

**DECLARATION**

I have read the Clerical Officer Level 1 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name .....

Date: .....

Signature: .....

Witness: .....

Position: .....

Date: .....

Signature: .....

