

SAMPLE JOB DESCRIPTION FOR CHILD CARE CENTRES

Clerical Officer Level 2

1. Title of position

Clerical Officer Level 2

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

- Effective written communication skills
- Sound 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
- Word processing and keyboard skills
- Operation of computerised communication devices
- Computer use, including software packages, spreadsheets, and graphics
- Financial record keeping skills, including payroll, banking and reconciliation
- Filing, batching and account keeping skills
- Reception duties

Knowledge

- Of the centre's philosophy, policies and procedures
- Of office procedures
- Of more complex computer operations and packages, including spreadsheets
- Of Goods and Services Tax is essential

Experience and /or qualifications and/or training

- Completion of in-service training in reception and clerical duties
- Experience/basic training in keyboard skills and computer operation

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
- Financial record keeping and monitoring
- Word processing including development of files and spreadsheets
- 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
- There is freedom to act and use initiative within established guidelines
- Works under general direction of director
- Work outcomes are monitored regularly

DECLARATION

I have read the Clerical Officer Level 2 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: