

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

---

### **Clerical Officer Level 4**

#### **1. Title of position**

Clerical Officer Level 4

#### **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 and monitor the delivery of high quality administrative support for the centre
- Maintain confidentiality
- Develop continual learning practices to increase own knowledge

#### **5. Requirements of the job**

##### **Skills**

- Effective written and verbal communication skills
- Well developed interpersonal skills
- Ability to accept direction
- Ability to interact with children in a positive, supportive and respectful manner
- Ability to work within a team
- Ability to contribute to group discussions
- Advanced word processing and keyboard skills
- Operation of a range of computerised communication devices
- Financial record keeping skills and filing skills
- Computer skills, including software packages, spreadsheets, graphics, maintenance of records management systems, extraction of information from internal and external sources
- Ability to prepare and maintain more complex records, including payment summaries, wages, and ledgers and other relevant duties as required
- Ability to handle more complex enquiries, requests and reception duties
- Ability to organise and manage appointments, schedules and rostering if required
- Ability to take minutes at meetings and arrange distribution to members
- Ability to set own timelines
- Ability to supervise less experienced workers,
- Ability to monitor work outcomes and allocate duties
- Ability to assess performance of other workers

**Knowledge**

- Of the Centre's philosophy, policies and procedures
- Sound knowledge of all appropriate office procedures
- Of complex computer operations and packages including spreadsheets and wages
- Of adult learning principles
- Of meeting procedures and appropriate minute taking methods
- Of accounting and budget setting procedures
- Industrial, WorkCover and superannuation regulations
- The Child Care Quality Improvement and Accreditation System
- Of Goods and Services Tax is essential

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

- Completion of word processing and spreadsheet packages desirable
- Completion of training in office procedures desirable
- Accounting desirable
- Experience necessary to meet the requirements of this position

**6. Responsibilities and duties**

- Read, understand and work within the centre's philosophy, policies and procedures
- Reception duties and other relevant tasks as directed
- Handle incoming and outgoing mail
- Prepare reports for relevant government departments, other organisations and management
- Develop, maintain, monitor and report on financial management record keeping
- Prepare wages, and maintain and monitor all relevant documentation
- Petty cash management including record keeping
- Word processing including development of files, spreadsheets, and complex documents
- Deal with customer enquiries
- Liaise with parents in a professional and supportive manner
- Direct and supervise and lower level staff
- Take minutes at meetings
- Take initiative to ensure high quality outcomes for the centre within defined guidelines
- 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 her/his 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, as directed by Management
- Number of volunteers reporting to this position, as directed by Management

**8. Extent of authority**

- Responsible and accountable for own work, which is performed within established guidelines
- Works under limited direction and guidance of director
- Work outcomes are mainly self monitored
- There is freedom to act and use initiative within established guidelines
- Supports and supervises less experienced workers, students and volunteers

**DECLARATION**

I have read the Clerical Officer Level 4 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: .....