

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **Position Description – Kinder Administration Officer** ~

Title Kinder Administration Officer

Appointed by The Executive Principal

Responsible to The Head of Kindergartens

RESPONSIBILITIES AND DUTIES

Overview

The Kinder Administration Officer supports the administrative needs of the kindergartens at each campus of Chairo Christian School, ensuring smooth communication between staff, parents, and other stakeholders. This role involves coordinating resources, managing student and staff records, and assisting with compliance.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- c. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- d. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of Chairo Christian School's activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the company requires of the school.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the company through the leadership of the Board and Principal.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices, and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students, and parents.

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- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of Chairo Christian School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

Office & Class Resources

- Prepare and maintain class lists and update resources such as craft names, portfolio covers, labels, and birthday certificates.
- Print and update media restrictions, extension lists, and contact lists.
- Set up and print sign-in sheets, duty rosters, and medical/allergy requirement posters for each term.

Evacuations/Invacuations

- Prepare and update DISPLAN documentation, including class list record sheets, asthma and anaphylaxis plans, and contact lists.

Kinder Profile and Education Plan (KPEPs)

- Create and manage KPEP documents for staff and liaise with Learning Support to upload them to Linc.

Early Years Learning Assessment Tool (The Tool)

- Conduct bulk uploads of student data to The Tool.
- Assist teachers in using The Tool for individual assessments and update profiles as needed.
- Create or remove profiles based on enrolment changes.

Medical / First Aid

- Run medical reports and ensure the availability of updated allergy buddy bags and medication records.
- Process medical condition plans and ensure proper documentation in student files and emergency folders.

Enrolments & Student Files

- Process interview summaries and upload them to student records.
- Maintain accurate student records, including immunisation statuses, and update files based on new information.
- Prepare student details spreadsheets for planning and Kinder Information Management System (KIMS).

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Linc Administration

For Parents:

- Set up parent access to student learning profiles and address inquiries related to Linc.
- Post updates and reminders regarding events or procedures on the message board.

For Staff:

- Manage the Kinder Staff page and ensure all relevant information is accessible.
- Assist staff with troubleshooting issues related to Linc.

Volunteers

- Maintain records of approved volunteers in coordination with campus volunteer coordinators.

Events and Communication

- Create promotional materials and manage RSVPs for events.
- Assist with Information Nights, Orientation Days, and SlowStart programs by preparing documents, managing communications, and organising schedules.

Transition Learning Statements

- Compile and merge student data for transition learning statements.
- Proofread and finalise reports, ensuring proper formatting, printing, and distribution.
- Combine all sections into a single PDF and upload statements to student records.

Second-Year/Retainment Procedures

- Update KIMS and upload retainment documentation to TASS for funding purposes.

Staff Administration

- Manage staff files, including professional development records, compliance documents, and timesheets.
- Provide IT support, assist with purchase orders, and maintain shared drives for easy file access.
- Attend meetings and provide administrative support as required.

General Administration

- Perform additional tasks as requested by the Head of Kindergarten or Coordinators.
- Provide support to the campus office during busy periods of the day.

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Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

Required skills, Attributes and Qualifications

- An ability to work in a team of people to deliver quality services to the school
- Relevant qualifications or equivalent experience in administration skills.
- Excellent people and communication skills.
- A high standard of computer literacy (MS Word and Excel) and keyboard skills
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Flexibility
- Attention to detail with high proof-reading skills
- Ability to work without supervision.
- Ability to empathise with all members of the School community including staff, parents and students.
- An ability to maintain a high level of confidentiality
- Ability to work under pressure and deal with a number of tasks at one time.
- Current Driver's License
- Be able to provide a satisfactory Working with Children Check