



Centre Administrator Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Job Description

Job Title: Centre Administrator

Region/Department: Regional

Place of work: Centre/s within the region

Reports to: Centre Support Co-ordinator

Key Relationships: Centre Support Co-ordinator, volunteers at centre/s, Regional Manager and Regional hub team.

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children

so that whānau are strengthened and communities enriched

Purpose of the Position

This role is to support centre/s with their administrative tasks, to ensure compliance with relevant policies and procedures or legislation, and in general allow centres to focus on working with children and their caregivers by ensuring administration completed. Specific tasks will vary from centre to centre. The focus of the role is to simplify administration where possible, to upskill Centre Members where needed and ensure essential administration tasks are complete (by doing some themselves where time permits, but also coaching Centre Members so any time used on admin is efficient).

Please note this may change from time to time as reasonably required by Playcentre Aotearoa.

Key accountabilities	Performance expectations
Centre Enrolments	<ul style="list-style-type: none"> • Produce sign in sheets for each centre in advance • Manage adult and child enrolments • Manage Centre attendance reporting and rostering • Ensure changes to session rosters are updated on children's records and signed by caregiver.
Early Learning Information (ELI) Student Management System (SMS)	<ul style="list-style-type: none"> • Enter each child and their enrolment information into the SMS from paper enrolment forms. • Ensure accuracy and completeness of data collected and entered. • Liaise with Centre President or other Centre Members to correct/update inaccurate or missing data • Allocate or assign a National Student Number to each child • At least once a month, enter all children's daily attendance into the SMS • Update child details, including booking information as needed, but at least monthly.
Assist in reporting	<ul style="list-style-type: none"> • Ensure Centre is preparing monthly financial reports in Xero on a timely basis and these are presented by appropriate centre member and approved at a Business Meeting • As required prepare reports and information for centre meetings and ensure this information is available and is presented by appropriate centre member. • Assist regional team in collating data for centre/s for regional or national reporting • Assist in gathering data for grants applications and centre budget preparation, in conjunction with national Accounts Administrator roles
Support the centre with compliance and regulations	<ul style="list-style-type: none"> • Responsible for Centre compliance with regulations and legislation administration and awareness, such as health and safety. • Ensure annual Health and Safety check completed • Provide a documented report to identify areas of non-compliance • Provide support and advice to Playcentres on how to rectify the Health and Safety requirements • Monitor the 2 year updating of first aid certificates for both centre members and employees to ensure compliance with licence • Collect emergency evacuation trials data • Assist in documentation of excursions to show safe practices followed • Check Playcentre's have updated building Warrant of Fitness • Provide support to rectify any areas not complying with the warrant • Assist in liaison with Regional Property in regards to maintenance of property and assets, property and equipment checks

Key accountabilities	Performance expectations
Communication	<ul style="list-style-type: none"> Effectively communicate with members of the centre and keep them informed of administrative state of centre. Ensure policies, information and minutes within centre are kept current and centre members are notified of updates Ensure regular updates and feedback given to regional team to ensure centre gets support required Promote and support adult education in centres, referring on to Education Coordinators as required.
Te Tiriti o Waitangi and dual heritage of Aotearoa	<ul style="list-style-type: none"> Encourages and understands importance of dual heritage of New Zealand/Aotearoa Recognises principles of Te Tiriti o Waitangi and how they relate to Playcentre
Health and Safety	<ul style="list-style-type: none"> Undertake their work safely and do not participate in activities that may place others in danger or risk. Comply with all H&S information, instruction, training and supervision. Report any health & safety hazards, risks and incidents in the workplace immediately. Comply with all requirements of return to work and rehabilitation plans.

Key competencies	Description
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> Acknowledge and respect everyone as being grounded in their culture. Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. Engage with and value iwi, rūpū and Māori whānau as partners in education and Playcentre.
Pou Mana: Having knowledge of Māori context	<ul style="list-style-type: none"> Apply Playcentre Aotearoa's Te Tiriti o Waitangi Bicultural Framework. Use basic te reo Māori and engage with tikanga Māori in a variety of settings. Ensure the mana of people is respected, with particular regard for mana whenua.
Pou Kipa: Achieving equitable education outcomes for Māori	<ul style="list-style-type: none"> Develop, implement, innovate and strategically resource, to achieve equitable outcomes for Māori. Know and consistently use available research and resources, and apply the evidence of what works for Māori in education.
Analytical thinking	<ul style="list-style-type: none"> Establish clear goals and priorities Review and cross-review reports. Identify trends as well as isolated events Evaluate, interpret and integrate

Key competencies	Description
Communication	<ul style="list-style-type: none"> • Communicate in a respectful tone and manner. • Listen actively and communicate effectively with others. • Be able to write clearly and concisely in a variety of communication settings.
Delivering results	<ul style="list-style-type: none"> • Initiate action without prompting. □ • Manage expectations and accept accountability for deadlines, and outcomes.
Personal resilience	<ul style="list-style-type: none"> • Recognise when to ask for support when under stress. • Maintain composure and focus under pressure and adapt to change. • Continue to perform effectively in highly stressful and ambiguous circumstances. □. □ • Desire to work in a lively organisation – which also prioritises having fun, and learning through play.
Self Management	<ul style="list-style-type: none"> • Act with honesty, integrity and personal ethics. • Be able to effectively manage one's time and resources to ensure that work is completed efficiently. • Ensure that high-priority work is completed within required timelines.
Teamwork	<ul style="list-style-type: none"> • Show commitment to the centre's purpose and goals. • Share information and encourage others to do the same. • Support and motivate the group to perform at its best. • Recognise the role of conflict when appropriate. • Consider diverse, cultural perspectives and working styles. • Gain input by valuing others ideas and expertise and be willing to learn from others.

	Skills, experience and qualifications
Required	<ul style="list-style-type: none"> • Computer literate, intermediate level of word and excel. • Some experience with accounts administration. • High level of communication skill, written and verbal. • High attention to detail. • Good time management and prioritisation skills
Desired	<ul style="list-style-type: none"> • Experience with Xero. • Experience with ECE reporting (ELI) • Knowledge and experience of Playcentre. • Understanding of the principles and practice of Te Tiriti o Waitangi.