

### *A starting point to test the Kaimahi role.....*

#### *Regular tasks*

1. Enrolments
  - Confirms all centre whānau/kaiako are signed in each day. Including visitors.
  - Checking enrolment forms and obtaining signatures.
2. Provides tasks for session/week (Emergency drills, policy review, signing attendance etc)
3. Confirm Daily H&S checklist is completed.
4. Check centre emails and actions as required.
5. Financial – forward bills/ monthly reporting/communicate expense approvals/adhere to budget.
6. Orders consumables (within budget).
7. Unpacks and opens packages and mail.
8. Filing (enrolments, H&S – see retention of records document online).
9. Liaise with the property team for any repairs.
10. Visitor/new whānau welcome (e.g. name tags, portfolio preparation, induction).

#### *Termly tasks*

1. Support centre with nationwide annual events, including Waitangi Day, Matariki and Te Wiki o Te Reo Māori.
2. Set up promotional activity.
3. Coordinate the finalisation and updating of the supervision plan.
4. Check the set-up of the environment/ premises (before the start of each term).
5. End-of-term clean up (Roster out and arrange dates).
6. Working Bee organisation (as required).
7. Equipment audits
8. Compliance checklists.

#### *Ongoing tasks*

1. Adult Education - promotion and liaison (promoting education, showing whānau how to enrol, assisting with how to get enrolled/ book workshops, tracking centre trends).
2. Ordering equipment.
3. Ordering consumables.
4. Centre whānau admin support
5. Monthly Centre Health and Safety Report
6. Monthly Centre Budget variance.
7. Liaise with property (as required).
8. Liaise with Whānau Programme Leads (as required).

#### *Annual tasks*

Retention of records.

*Remember, these  
are initial ideas  
to start with and  
test during the  
pilot!*