

ADMIN TRAINING CENTRE SUPPORT



Location: Based in Christchurch
Reports to: Admin Training Team Leader
Key Relationships: Centre Administrators & Managers
National Administration Manager
Admin Support Team



WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.

WHAT YOU'LL DO

- Provide administration support in Christchurch centres when there are administrator vacancies, absences or during a training transition period
- Support the Centre Manager by being the 'expert' for accurately and timely completion of administrative functions required to operate a successful centre.
- Provide excellent customer service to parents and whanau
- Ensure information recorded on all supporting paperwork is done accurately and in a timely manner
- Be conversant with the requirements of managing the staff roster and associated information in respect of meeting MOE compliance requirements and working within company policy
- Provide feedback of any problems or issues that require additional support to resolve.
- Maintain a working online calendar to record current and future activities
- Participate and contribute to team meetings and activities
- Travel will mainly be within the Christchurch Area
- Be a great communicator
- Role model our values, inspire and motivate others to high performance
- Be curious, show courage, determination, and resilience
- Act as one team - collaborate with others to achieve the best results for our people and tamariki
- Understand and adhere to legal, compliance and regulatory frameworks

THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Previous experience (ideally 2-years) in a BestStart administrative role
- Understand and demonstrate compliance with BestStart administration policies and procedures
- Highly experienced in the APT childcare software
- Have familiarity with the Ministry of Education's ECE funding rules, Early Childhood Services Regulations and other regulations and legislation as appropriate
- Strong organisational and time management skills
- Able to work well under pressure and maintain a positive mindset
- Have excellent Microsoft office suite software skills including word, excel, and teams.
- Confident communicator with good verbal and written communication skills
- Maintain professional and respectful relationships with colleagues across the organisation
- Self-motivated, reflective, and prepared to think beyond the boundaries

HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report, and escalate risks, health, safety, and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace