

## Human Resource Administrator JOB DESCRIPTION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

RESPONSIBLE TO: \_\_\_\_\_

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### REGULATIONS THAT GUIDE THIS ROLE:

Early Childhood Regulations 2008

- ECE Curriculum 2008
- Employment Relations Act 2000
- Human Rights Act 1993
- Privacy Act 1994
- Health and Safety at Work 2015
- Vulnerable Children's Act 2015
- Any additional relevant legislation that subsequently arises

### **ROLE DESCRIPTION**

The Human Resource Administrator is a key employee within Gems Educational Childcare. Our organisation is responsible for providing quality early childhood education services to preschool aged children. We follow the philosophies of Emmi Pikler and Reggio Emilia, with strong emphasis on the natural.

The role is carried out in accordance with our Manifesto which outlines why we do what we do and follows the procedures contained in our Administrators Operations Manual.

The role of Human Resource Administrator will encompass 4 areas of responsibility:

1. Day to day reception/office management duties
2. Human Resource administration support primarily around recruitment, performance appraisals and wage reviews, also driving ongoing recruitment advertising maintaining consistency across Gem's branding
3. Cover administration and accounts duties for Lead Administrator when required
4. Monthly accounts and tax support for Charnwood

Reference	Ops 4j
Version	EQ Consultants review
Date	25/02/2019

1. OFFICE MANAGEMENT / RECEPTION	ACTIONS
<b>Key Performance Indicators</b>	<b>The Administrator shall:</b>
<p>Visitors, staff, children and parents are received in a warm, welcoming and professional manner.</p> <p>Communication is polite, timely and efficient.</p> <p>Centre Manuals, filing system and database are up-to-date, professional and systemised.</p> <p>Centre operations are smooth, streamlined and well documented.</p> <p>Internal and external communication is correct, timely and professional.</p> <p>Meetings are well coordinated (in advance) and documented.</p> <p>Functions are well coordinated and documented.</p>	<p>1.1. Ensure that the telephones are manned appropriately at any time and messages are passed on as appropriate in a clear and precise way.</p> <p>1.2. Check incoming emails first thing and at regular intervals throughout the day dealing with them as required.</p> <p>1.3. Answer parent and staff queries in a timely manner.</p> <p>1.4. In conjunction with the Management Team aid the development and implementation of Gems Operations Manual, Policy Manual, Health &amp; Safety Manual and Emergency Procedures document.</p> <p>1.5. Ensure a record of the consultations with staff and parents is kept if required by the Ministry of Education for any revisions to the Manuals.</p> <p>1.6. Proof read all documents to be issued externally and print and collate documents as required.</p> <p>1.7. Maintain Centre Calendar.</p> <p>1.8. Provide administrative support and coordinate contract issuing, including employee file management and updating payroll database (<b>as required in the Lead Administrator's absence</b>).</p> <p>1.9. Order supplies in conjunction with the Centre Coordinator.</p>

2. SYSTEMS MAINTENANCE	ACTIONS
<b>Key Performance Indicators</b>	<b>The Administrator shall:</b>
<p>Data contained in Child/MOE Information Management Software is correct, up-to-date and kept confidential.</p> <p>The use of Child/MOE Information Management Software is seamless</p>	<p>2.1. Ensure Child and MOE Information Management Software are maintained daily with all required records (including sign-in sheets, staff timesheet, new enrolments, leavers, personal details, cash and absence report).</p> <p>2.2. Follow up on any issues or discrepancies arising from Information Management Software daily maintenance.</p>

<p>and straightforward for the Management Team.</p> <p>Gems website content is current and correct.</p> <p>Loss of corporate data is avoided.</p> <p>IT and IP systems are resilient and efficient.</p> <p>IT costs are managed appropriately and kept to a minimum.</p>	2.3.	Ensure that weekly staff summaries are signed by all staff and the Centre Coordinator before filing.
	2.4.	Process timetable changes approved by the Centre Coordinator.
	2.5.	Issue and appropriately file invoices to parents of new children in first week of starting (refer to the Admin Ops Manual).
	2.6.	Ensure Gems website is up to date (including information on Team members, blogs, testimonials and any emergency information as necessary or required).
	2.7.	In conjunction with Gems IT advisors, develop and maintain and attain to standard operating procedure (SOP) for managing the Centres' computers and data in a safe and efficient manner, ensuring that maximum protection is provided against loss of intellectual property and business sensitive information and documentation.

3. ACCOUNTS MANAGEMENT	ACTIONS	
<b>Key Performance Indicators</b>	<b>The Administrator shall:</b>	
<p>Invoice payments are received from clients as soon as possible.</p> <p>All communication surrounding invoicing to clients is undertaken in a positive, courteous and punctual manner.</p> <p>Bad debts are kept to a minimum and are handled in a timely and professional manner.</p> <p>Accounts payable are managed timely and within budget.</p> <p>Budgetary information is readily available and managed in accordance with current budgets.</p>	3.1.	Ensure invoices are generated and sent on a fortnightly basis and queries are addressed immediately.
	3.2.	Ensure that bad debts are referred to our debt collection agency in line with Gems Policy.
	3.3.	Prior to the 20th of the month, provide Directors with a list of accounts due for their approval to be processed and set up payments for accounts on internet banking.
	3.4.	Prepare information as required by the Management Team (including costing between suppliers, analysis of kitchen costs, computer, stationary and office expenses)
	3.5.	Maintain the internet banking program in terms of csv files required for the movement of income and costs to other programs.
	3.6.	Ensure that any anomalies or concerns are reported to the Directors immediately.

<p>Costs are maintained at a level set by the Directors.</p> <p>Incorrect payments are avoided.</p> <p>Payments are timely and correct.</p> <p>Confidentiality regarding Gems financial situation is maintained at all times.</p> <p>Records of all funding payments are up to date and available when required.</p> <p>Xero is up-to-date.</p> <p>Company accounts are correct.</p>	3.7.	Bank any cash payments received in a timely manner. Recording these and allocating them as appropriate.
	3.8.	Ensure that funding levels are above the 80% threshold and discuss any shortfalls with Centre Coordinators.
	3.9.	Produce the RS7 and submit this via Infocare to the Ministry of Education prior to the deadline for the earliest funding payment dates. Confirm the submission with Directors.
	3.10.	Ensure Xero is maintained (including reconcile all payments and income to the appropriate cost codes and Centres on a weekly basis and reconcile the credit card accounts and petty cash account monthly).
	3.11.	Provide information to Directors and accountants as required for preparation of company accounts and/or financial audits.
	<b>Charnwood responsibilities:</b>	
	3.12.	Accounts Payable/Receivable
	3.13.	Timely management of Tax payments

<b>4. HEALTH AND SAFETY</b>	<b>ACTIONS</b>
<b>Key Performance indicators</b>	<b>The Administrator shall:</b>
<p>Health and Safety at Gems is managed in an orderly, systemised and professional manner.</p> <p>Commitment to promoting the well-being of all children is demonstrated.</p>	4.1. Ensure that they have read and been trained in Gems emergency procedures.
	4.2. Have read, understood and follow Gems health and safety policies and procedures, particularly as they relate to the administrators role in the Emergency Plan.
	4.3. Ensure that any accidents, hazards and / or maintenance issues are identified, recorded and reported to the Centre Coordinator.

5. HUMAN RESOURCE SUPPORT	ACTIONS
<b>Key Performance indicators</b>	<b>The Administrator shall:</b>
Recruitment / HR administration is performed in a timely and efficient manner.	5.1. Provide ongoing coordination if adverts for current vacancies and future attraction of prospective employees. 5.2. Ordination with Management team of the programming and associated correspondence for wage/performance reviews, mediation, training etc.
Responsibility for driving ongoing and effective recruitment advertising with consistency across the Gems brand.	5.3. Recruitment Administration <ul style="list-style-type: none"> <li>- Screening/shortlisting of applicants for casual/relief positions</li> <li>- Coordinating interviews</li> <li>- Reference checks</li> <li>- Police vets</li> <li>- Drafting and issuing of contracts</li> <li>- Correspondence associated with any of the above duties</li> </ul>

**Signed:**

**Dated:**

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*\*please initial each page to show that you have read this Job description thoroughly.*

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