



## **Michael Park Kindergarten Kindergarten Administrator**

### **Parental Leave Cover (One Year Fixed Term)**

The start date of the fixed term will be Monday 12<sup>th</sup> October, the beginning of term four.

- Use your exceptional Administration skills in our friendly community environment.
- Beautiful kindergartens and supportive team.
- Enjoy great work/ life balance, working part time – 20 hours/week during term time only.

Michael Park Kindergarten is a licensed early childhood centre in Ellerslie, offering a Steiner/Waldorf early childhood education. It rose out of a community vision and opened on its present site in 1979. We are peaceful and beautiful ECE centre which feels like a little village offering a joyful and rich programme for children from 3 to 6 years of age. The Kindergarten is located next to next to a reserve in Ellerslie in Auckland.

Michael Park Kindergarten is inspired by Rudolf Steiner's indicators for education, relevant for Aotearoa. At its heart is a spiritual and human-centred world view based on an understanding of the human individuality, as a being of body, soul and spirit. Our kindergarten is part of the wider Michael Park School community which has our students up to year 13.

Working 20 hours over 5 days, Monday – Friday and you will join our experienced team of passionate kaiako, helping us to support and enrich the lives of the tamariki and whānau in our community every day. If you are a registered kaiako this is a bonus, as our current kindergarten administrator often steps in the kindergarten for support.

You will be aware that ECE in Aotearoa is a highly regulated industry and compliance is paramount - as our Administrator you will help keep everything in order and ensure our Kaiako and Kindergarten Manager are well supported to do what they do best - ensuring incredible learning outcomes for Tamariki.

#### **Typical areas of focus for your day-to-day would include:**

- Processing enrolments and supporting paperwork.
- General admin support to the Kindergarten Manager.

- Ensuring that every child's attendance, absence, pick up and drop off times are accurately recorded into our student management system Infocare.
- Following processes and maintaining the filing system.
- Invoicing of centre fees to whānau.
- Managing the funding processes for the Ministry of Education including RS7s, Census etc.

**Our ideal administrator will have:**

- Experience and/or a good understanding of the ECE and Ministry regulations and their applications
- Previous experience working with a student management system (we use Infocare)
- A strong administration knowledge with excellent organisational skills and a desire to improve processes
- A warm nature and a desire to be part of and a make a difference for our community of tamariki, whānau and kaiako.

Write in application including your cv and covering letter to our kindergarten manager:

[staceym@michaelpark.school.nz](mailto:staceym@michaelpark.school.nz)

Closing Date for applications: Friday 10<sup>th</sup> July 2026





## Michael Park Kindergarten Kindergarten Administrator Position Description

<b>Position Title:</b>	Centre Administrator
<b>Reports to:</b>	Kindergarten Manager
<b>Functional relationships:</b>	Kindergarten kaiako and Kindergarten manager Michael Park School administration staff and business manager, tamariki and whānau
<b>Hours of work:</b>	20 hours over 5 days per week – (to be worked flexibly between 8.30 and 3pm)

### Role Purpose:

**Create a Positive Environment:** Foster a warm, welcoming, and professional atmosphere for all visitors and callers to the kindergarten and promoting a collegial and supportive environment among kaiako.

**Deliver Efficient Administrative Support:** Provide high-quality administrative support to the kindergarten manager and kaiako, prioritising a customer-focused approach that is efficient and proactive in addressing the needs of the kindergarten community.

**Maintain Effective Administrative Systems:** Ensure that administrative systems are streamlined and effective, contributing to the achievement of and compliance with the minimum standards established by early childhood regulations, legislation, and guidance.

Key Tasks	Expected Outcomes
<b>Communication and Community</b>	<ul style="list-style-type: none"><li>• Create a welcoming and responsive environment for visitors, children, and whānau.</li><li>• Ensure that routine communications and requests are handled promptly, effectively, professionally, and courteously.</li><li>• Actively promote the special character and philosophy of Michael Park.</li></ul>
<b>Enrolment Coordination</b>	<ul style="list-style-type: none"><li>• Efficient and accurate processing, tracking, and management of expression of interest applications.</li><li>• Provide support to teachers and whānau throughout the enrolment process for new children.</li></ul>

<b>Data Management</b>	<ul style="list-style-type: none"> <li>• Capture and record all relevant enrolment details accurately in the Centre's Infocare student management system in a timely manner.</li> <li>• Monitor enrolment projections, income, and ratios to support effective long term strategic management goals.</li> </ul>
<b>Office Administration and Support</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective office systems that meet and exceed policy, procedures, record-keeping, and compliance requirements.</li> <li>• Assist manager with management of the waitlist and coordination of enrolment interviews</li> <li>• Act as the first point of contact for all enquiries directed to the Centre Manager, with the ability to manage interruptions and minor queries effectively.</li> <li>• Ensure fast and accurate word processing and presentation of information and communications.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Maintain familiarity with and implement the Centre's health and safety policies and procedures.</li> <li>• Assume a reasonable degree of responsibility for personal health and safety, as well as that of others.</li> </ul>
<b>Professional Learning</b>	<ul style="list-style-type: none"> <li>• Identify barriers and solve problems to initiate continuous improvement opportunities.</li> <li>• Demonstrate an ongoing commitment to personal professional learning and development.</li> </ul>

### Person Specification

<ul style="list-style-type: none"> <li>• Proven experience in frontline administration roles is essential.</li> <li>• Competence in utilising office IT tools, including Word and Excel.</li> <li>• Familiarity with Infocare student management system would be advantageous.</li> <li>• Excellent interpersonal skills and strong written and verbal communication skills.</li> <li>• Organised and strategic thinking, with the ability to plan and maintain an overview and focus within a busy early childhood centre.</li> <li>• Willing to be involved in a wide variety of different and challenging tasks.</li> <li>• An interest in and a commitment to promoting the principles of Steiner early childhood education.</li> <li>• NZ trained and registered ECE kaiako preferred</li> </ul>
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