

KILDARE COUNTY CHILDCARE COMMITTEE LTD
Job Description

Assistant Programme Administrator

Job Title: Assistant Programme Administrator

Employed by: Kildare County Childcare Committee

Reports to: Kildare County Childcare Committee's
CEO

MAIN JOB PURPOSE

To provide administrative assistance to the Programme Administrator.

Principle Duties and Responsibilities

- To provide administration support to the Programme Administrator
- Provide front of house reception and telephone service and support for KCCC staff and members in a courteous, friendly and professional manner
- To provide support, information and advice on government funded schemes to childcare providers
- Assist the Programme Administrator to ensure that all DCYA/Pobal requirements of KCCC are met in relation to government funding schemes
- Assist the Programme Administrator in maintaining all records related to Government Funded Schemes as required by the CEO, the Board of Directors, Pobal and the DCYA
- Manage queries from childcare services that come through on e-mail address and respond or redirect as appropriate
- Deal with confidential information in a professional manner, with adherence to data protection legislation
- Participate in KCCC events, network meetings or similar events to represent KCCC or to carry out work related functions
- Any other duties deemed necessary by the CEO

REQUIREMENTS OF ALL KCCC STAFF

- Be committed to the purpose of KCCC and work within the Mission Statement, ethos and policies and procedures of KCCC and in the context of current legislation, regulations and good practice that apply
- Actively engage and participate in support and supervision sessions, annual appraisals, training or other such activities that may be required
- Actively participate in staff meetings and reviews of the work of KCCC
- Be flexible in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required
- Be vigilant to any Safety, Health and Welfare hazards/risks in the workplace and bring any concerns to the attention of your Line Manager or the nominated Health & Safety Representative
- Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate
- Work in a confidential and professional manner at all times
- Undertake work in a manner that is friendly, flexible and informal
- Staff may be required to take on nominated roles within the organisation such as Child Protection Person, Health & Safety Officer, First Aid Officer, Fire Safety Officer as appropriate and agreed with the Manager

NOTE: This Job Description will be reviewed from time to time and updated in line with the needs of the work in relation to this position in KCCC

Person Specification

- Experience of working within an office environment
- Knowledge of the childcare sector in Ireland is desirable
- Excellent verbal communication skills with an excellent telephone manner
- Awareness of confidentiality and the ability to deal with sensitive queries
- Ability to plan and prioritise workload to ensure that tasks are completed on time
- Experience of using data entry
- IT skills including knowledge of all Microsoft Office Programmes

The position of Assistant Programme Administrator will be on the basis of 20 hours per week Temporary Contract with a proposed start of 1st March 2019 and ending 31st December 2019. Salary is based on Clerical Officer Grade 3 Salary, Point 1 €23,587 Pro Rata.

Kildare County Childcare Committee is an Equal Opportunities Employer
