



Educator, SHARE OOSH	
Position title	Administrative Assistant
Employment type	Part-time
Award	Clerks – Private Sector Award
Classification	Level 3
Reports to	Centre Manager
PD date	September 2026

About SHARE OOSH

SHARE OOSH is a long-standing community-based, not-for-profit organisation, providing quality Before & After School and Vacation Care for over 40 years. Our mission is to maintain a safe, nurturing, and stimulating environment where children can thrive through meaningful play and learning experiences. At SHARE OOSH, we are committed to fostering a workplace culture that values collaboration, inclusion, and respect. Our team takes pride in delivering enriching programs that support children's development, wellbeing, and sense of belonging.

Our Values

At SHARE OOSH, our values reflect C.A.R.E. – Collaborate, Advocate, Respect, and Evolve. These principles guide how we work together, interact with families, and create meaningful experiences for the children in our care. These same values shape how we support our internal team.

Our Values			
Collaborate to Grow Together	Advocate for Childhood	Respect and Empower	Evolve with Excellence
We believe growth is a shared journey. By teaching each other what we learn and sharing our experiences, we strengthen the foundations that enable everyone to thrive. We work together to support each individual's growth, recognising that our collective success depends on the contributions and efforts of the entire team.	We champion the rights, wellbeing, and voices of children, ensuring their needs—not our preferences—are at the centre of everything we do. We build strong, positive relationships with children, rooted in trust and genuine connection, as the foundation for championing their growth, happiness, and success.	We treat everyone with kindness, professionalism, and respect, fostering an inclusive environment where all feel valued and connected. We take the time to notice what matters to our peers, recognising their strengths and contributions in ways that empower them to grow and thrive.	We commit to excellence by challenging our biases, critically reflecting on our practices, and embracing innovation. We constantly assess whether we can do more, think deeper, or improve beyond our first ideas.

About this role

As the Administrative Assistant at SHARE OOSH, you will play a key role in ensuring the smooth day-to-day operations of our centre. From welcoming families to managing documentation, you will provide high-quality administrative and clerical support to the Centre Manager and leadership team, contributing to a warm, responsive, and professional service for our staff, families, and community.

What you will do

Administrative and Operational Support

- Greet families, visitors, and stakeholders warmly, acting as the first point of contact at the service.
- Monitor the service inbox and phone messages; redirect communications as required.
- Manage digital and physical filing systems, including enrolment records, attendance logs, compliance documentation, and policy registers.
- Assist with administrative processes such as data entry, scheduling meetings, preparing agendas and documents, writing procedures, and submitting invoices and receipts to the bookkeeper.
- Support compliance processes, including staff certifications, WWCC, and training registers.
- Support maintenance of the company website, including minor updates, uploading newsletters or documents, and liaising with web providers as needed.
- Assist with internal and external communications, including formatting emails, flyers, or digital announcements for staff and families.
- Contribute to maintaining compliance, orientation documents, and communications to staff and families.
- Assist with stocktakes, purchasing and maintaining operating supplies, including IT equipment.
- Always maintain confidentiality regarding children, families, and staff.

Team and Communication

- Work closely with the Centre Manager to coordinate calendars, meetings, and communications for the broader team.
- Support internal communication with educators by preparing notices, sharing updates, and helping schedule and document staff meetings and training sessions.
- Help track and update educator records, such as training completion, certifications, and meeting attendance.
- Contribute to a collaborative team environment by supporting smooth day-to-day communication and helping remove admin barriers for the educator team.

Key Internal Relationships

Who	Purpose of communication
Centre Manager	Receive direction, clarify priorities, and update on administrative operations.
2IC and Educational Leader	Collaborate to ensure effective planning, communication, and documentation.
Educators	Provide support with systems and communication processes.

Key External Relationships

Who	Purpose of communication
Parents/Caregivers	Communicate clearly, respectfully, and responsively to enquiries.
Suppliers/Contractors	Coordinate orders, resolve issues, and maintain effective working relationships.
Community Partners	Support broader community engagement and logistics where needed.

Professional Conduct and Compliance

- Uphold SHARE OOSH's policies, procedures, and values at all times.
- Ensure confidentiality and privacy regarding all child, family, and organisational matters.
- Engage in ongoing learning and development, including relevant compliance training.
- Follow safe work practices and contribute to a positive, safe working environment.
- Comply with all Workplace Health and Safety (WHS) obligations, including reporting hazards, grievances, and incidents promptly, following safe work practices, and contributing to a safe environment for children and staff.
- Additional duties as and when required.

Expected Outcomes

- Accurate and timely completion of administrative tasks that support service efficiency.
- Positive first impressions for all families and visitors to SHARE OOSH.
- High standards of recordkeeping, confidentiality, and professionalism.

- Timely and responsive internal communication that supports operational flow.
- Contribution to a collaborative and supportive team environment.

Selection criteria

Essential

- Strong administrative and organisational skills with attention to detail.
- Excellent interpersonal and communication skills—written and verbal.
- High-level digital literacy, including Microsoft Office and cloud-based platforms (e.g. Google Workspace, online filing, calendar management).
- Experience using customer relationship or enrolment management systems to manage records, communication, and reporting.
- Ability to prioritise tasks and manage competing deadlines.
- Ability to work independently and with initiative.
- Ability to learn and use sector-specific platforms such as OWINA and CCS systems.
- Current Working with Children Check (or willingness to obtain).
- Availability during core business hours.

Desirable

- Experience in a childcare, education, or not-for-profit setting.
- Familiarity with OWINA and CCS.
- Basic bookkeeping or accounts support experience.
- Understanding of the National Quality Framework and regulatory environment.
- Experience working in a compliance-driven environment.

Inherent Requirements and Physical Demands

This role requires the employee to perform the inherent requirements of the position safely and effectively, with or without reasonable workplace adjustments.

Requirement	What this may involve
Regular attendance and punctuality	Attending rostered shifts consistently, arriving on time, and sustaining reliable work attendance.
Desk-based administrative work	Prolonged periods of sitting at a desk, using a computer, keyboard, mouse, phone and headset.
Communication	Clear verbal and written communication with families, staff, schools and external stakeholders in person, by phone and by email.
Concentration and task management	Maintaining attention to detail, managing competing priorities, and completing administrative tasks accurately within deadlines.
Light physical activity	Occasional standing, walking around the service, filing, bending, reaching, carrying paperwork or light office materials.
Manual handling	Occasional lifting, carrying, pushing or moving light items such as stationery boxes, folders, program materials or office supplies.
Working in an education and care environment	Tolerating a busy, fast-paced environment with noise, interruptions and changing priorities.
Use of systems and technology	Competent use of digital systems, including email, enrolment and booking software, payroll/timekeeping platforms and Microsoft Office-type programs.
Safety	Following WHS procedures, safe work practices, confidentiality requirements and child safe expectations.

Acknowledgement

I acknowledge that I have read and understood the inherent requirements of this role. I confirm that I am able to perform the inherent requirements of the position safely and effectively, with or without reasonable workplace adjustments. Where I require adjustments in order to perform the inherent requirements of the role, I agree to discuss this with SHARE OOSH.

Employee Name

Signature of Employee

Date signed

Name of Manager

Signature of Manager

Date signed
