

ADMINISTRATION SPECIALIST

Reports to: National Administration Manager

Key relationships: Admin Support Team, Area Managers, Centre Managers and Centre Administrators

Authority level: as agreed with Manager

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. If you're passionate about making a difference, you belong here.



WHAT YOU'LL DO

Pay Parity Documentation Coordinator

- Manage and update pay parity records across APT, Employee Star, iChris, and HR E-Files.
- Prepare pay parity calculators and ensure data accuracy through regular cleansing and alignment across systems (Employee Star, iChris, APT, Simplifi).
- Support onboarding for new certified employees.
- Address and resolve pay parity queries and audits.
- Maintain staff records in accordance with data standards and Ministry of Funding Handbook requirements.

MOE Funding & Statistical Support

- Assist in preparing data for ECE Statistical Returns.
- Support staff roster reviews and updates for RS7 Funding Returns.
- Help manage and update discretionary hours.
- Submit RS7 Funding Returns.

General Administration & Reporting Support

- Prepare and distribute centralised reports as required.
- Provide backup support for Administration Specialist roles when needed.
- Maintain APT and reports for Final Year of Study employees.

Ministry of Education Regulations Compliance

- Stay updated on MOE Funding regulations and staff record-keeping requirements.
- Ensure accurate information recording with supporting documentation, in line with company policy.

Customer Service & Team Support

- Provide prompt and accurate support to staff and colleagues, seeking guidance when necessary.
- Actively contribute to meetings in a constructive and respectful manner.



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.



THE SKILLS, KNOWLEDGE AND EXPERIENCE

- 2+ years' experience in a general office administrative role
- An understanding of the ECE sector and APT childcare software would be advantageous
- Demonstrate high attention to detail
- Experience using the Microsoft office suite
- Ability to function at a high level in a busy environment
- Maintain professional and respectful relationships with colleagues across the organisation
- Demonstrate a passion for and a commitment to providing exceptional administrative support to our teams
- Good verbal and written communication skills
- Self-motivated, innovative, reflective and prepared to think beyond the boundaries
- Be results orientated
- Strong organisational and time management skills