

NORTHERN
AUCKLAND
KINDERGARTEN
ASSOCIATION

NAME _____

NAKA APPLICATION FORM - Kindergarten Administrator

1. APPLICANT:

Full Name _____

Former Name _____

Address _____

Phone No. _____ Mobile ph _____

Email address _____

2. POSITION:

Position _____ Kindergarten _____

Application Date _____ CV attached **Yes** [] **No** []

Salary Expectations _____ (a range is acceptable)

3. QUALIFICATIONS (Please attach copy)

4. EMPLOYMENT:

Employment history :

Current Position _____ Employer _____ From _____

Position _____ Employer _____ Mth /Yr – Mth / Yr



5. PREVIOUS CONVICTIONS:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?
Yes [] No []

If "yes" please provide brief details

6. Are you at present receiving medical treatment and/or medication which may be relevant to your application or your ability to carry out the functions and responsibilities of this position?
Yes [] No []

Do you have any other condition or injury that may affect your ability to effectively carry out the functions and responsibilities of this position ?
Yes [] No []

If yes to either, please provide details

7. Are you a New Zealand citizen? Yes [] No []

If No, are you legally entitled to work in New Zealand?
(please provide a copy of your work permit/visa) Yes [] No []

You must provide a copy of photo identification, as per the following:

- *New Zealand born citizens:* including Australian born citizens, identification can be a photocopy of your passport. If you do not have a valid passport then your birth certificate and photo ID such as your driver's license is acceptable.
- *For other New Zealand citizens:* identification can be a photocopy of your New Zealand passport or a copy of your New Zealand citizenship documents plus photo ID such as your driver's licence.
- *New Zealand Residents:* need to provide a copy of the photo page of your passport, plus a copy of your residency Visa.
- If you are here on any other type of Visa please submit a copy of the photo page from your passport and a copy of your work permit or student visa.

8. PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, _____ hereby authorize the collection of personal information from any current or previous employer, training establishment, other agency or individual, for the purpose of determining my suitability for the position for which I am applying, without further reference to me.



9. REFEREES who may be contacted:

Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment or, if appointed to the position, make you liable for dismissal.

I certify that to the best of my knowledge all information provided in this application is true and correct.

Signature: _____ **Date:** _____





Job Description

Title: Kindergarten Administrator

Reports to: Head Teacher

Purpose: To provide accurate and effective administrative support to the teaching team to facilitate a professional well-run kindergarten experience for staff, children and parents in accordance with NAKA policies and procedures and in compliance with statutory and contractual requirements.

Key Responsibilities:

Administration

- Maintain accurate and up to date records and rolls for children including waiting lists
- Provide timely and accurate reports to NAKA as directed by the Head Teacher in relation to attendance, donations, petty cash etc.
- Process fees and donations as requested by the Head Teacher
- Maintain confidentiality of all records and information relating to the kindergarten; children; staff and activities
- Maintain the security and relevance of electronic and other information in terms of back-ups, appropriate archiving and filing.

Communications

- Answer telephones in a professional and friendly manner
- Greet all visitors to the Kindergarten in a friendly and professional manner
- Represent NAKA in a positive, welcoming and professional manner
- Process all incoming and outgoing correspondence in a timely and professional manner
- Maintain the Kindergarten website as directed by the Head Teacher
- Produce a Kindergarten Newsletter and coordinate contributions as directed by the Head Teacher

Compliance

- Ensure Petty Cash is used, secured, reconciled and recorded according to good financial practices as agreed with the Finance and Systems Manager
- Be aware of and comply with applicable NAKA policies and procedures including Health and Safety procedures, and emergency procedures
- At all times act in a manner that ensures the safety and wellbeing of children attending the kindergarten

Teamwork

- Make a positive contribution to the Kindergarten team by demonstrating a willingness to undertake tasks as directed by the Head Teacher in a professional, reliable, flexible and honest manner.



EQUAL EMPLOYMENT OPPORTUNITIES DATA SHEET

Please complete the questionnaire below and return it with your application for employment. The information will remain confidential, will be used for statistical purposes only and will be destroyed following the completion of the annual E.E.O. report. This form is for our E.E.O. Co-ordinator and identification of name is not required.

Date: _____ Vacancy Number (s) applied for in the Gazette _____

1. ETHNIC ORIGIN – *Tick one or two boxes from the list below*

- New Zealand European/Pakeha
 New Zealand Maori – *If you wish to identify your iwi please do so*
 Pacific Islander – *please identify which group(s)*

- Samoan
 Tongan
 Tokelauan

- Cook Island Maori
 Niuean
 Fijian

- Other European (such as British, Australian, Scottish, Dutch)
_____ (please specify)

- Other ethnic group (such as Chinese, Indian, Vietnamese)
_____ (please specify)

2. GENDER: Male Female

3. DISABILITY/DISABILITIES:

a. Do you live with the effects of injury, long-term illness or disability/disabilities ?
Yes No

b. Does your disability/injury/illness affect you? (tick all that apply)

Movement

Vision

Respiration/breathing

Hearing

Speech

Emotional and mental health

Concentration

Other (please specify)

