#### The Role Of The To Administrator In Early Childhood.pptx

01 May - 31 May 2022

Poll results

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- Write down key words that describe your role and tasks that you undertake
- Do You Have A Delegations Policy and Chart In Your Service?
- Which building block do you think is the most challenging in your role as an administrator?
- Does your service have a risk management plan in place to limit risks related to your role ?

### Write down key words that describe your role and tasks that you undertake



Day to day running of the centre

Maintaining Enrollment Records

Supportive Organisation financials Enrolments

Bank Reconciliation Support Collaboration

Budgets Reports research Grocery shopping! Reporting to all stakeholders

> General office tasks / administration tasks Day to day running of a preschool



Yes	
	50 %
No	
	42 %
Not sure	
8 %	

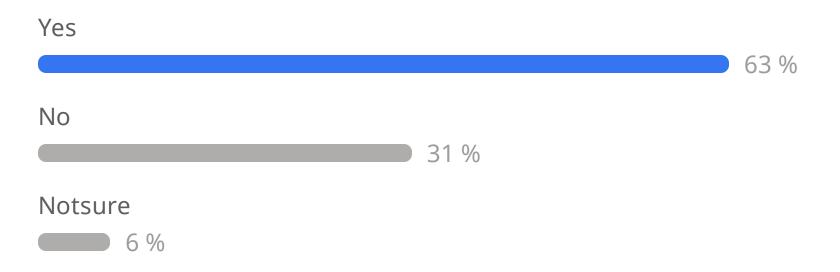
## Which building block do you think is the most challenging in your role as an administrator?



Organisation Structure 0 %	
Financial	
	36 %
Human Relations/Industrial Relations	
National Quality Framework	
	50 %
Operations	

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# Does your service have a risk management plan 0 1 6 in place to limit risks related to your role ?



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