

# Enrolment Officer Job Description

## 1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## 2. POSITION PURPOSE

To work with Boroondara Kindergarten Central Enrolment Scheme (BKCES), the Committee of Management (COM) and staff & families to manage the enrolment process

## 3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Can manage administrative tasks and various communications and reporting requirements
- Has effective written and spoken communication skills
- Has basic computer skills (Microsoft Excel & Google Drive)

## 4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	Liaise with BKCES
Activities	
<ul style="list-style-type: none"> <li>▪ Be familiar with SPK and BKCES enrolment policies</li> <li>▪ Represent SPK at BKCES Advisory Group Meetings</li> <li>▪ Work with BKCES on enrolment issues</li> <li>▪ Receive enrolment lists from BKCES and action changes as per enrolment process</li> <li>▪ Keep SPK page in BKCES Enrolment Handbook up to date</li> </ul>	

Key Responsibility:	Enrolment process
Activities	
<ul style="list-style-type: none"> <li>▪ Review, update &amp; send annual enrolment letter and form</li> <li>▪ Manage enrolment submissions. Be the conduit between kinder admin and incoming families</li> <li>▪ Field enrolment enquiries from families and if required, refer to BKCES.</li> <li>▪ Keep Enrolment spreadsheet, enrolment form and IHS paperwork for each child up to date and circulate regularly to Teachers CoM</li> </ul>	

Key Responsibility:	Other requirements
Activities	
<ul style="list-style-type: none"> <li>▪ Attend and promote SPK at annual Open Day (May) &amp; Transition Morning (Nov)</li> <li>▪ Attend monthly SPK CoM meetings</li> </ul>	

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies	
<ul style="list-style-type: none"> <li>▪ Enrolment and Orientation Policy</li> <li>▪ Diabetes Policy</li> <li>▪ Anaphylaxis Policy</li> <li>▪ Asthma Policy</li> <li>▪ Epilepsy and Seizures Policy</li> </ul>	