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 coordinate the kindergarten's enrolment process in partnership with the Boroondara Kindergarten Central Enrolment Scheme (BKCES), the Committee of Management (CoM) and staff, ensuring all families experience a smooth, transparent and welcoming transition from application through to orientation.
- To maintain accurate enrolment records and communication across all stakeholders, supporting SPK's commitment to accessibility, inclusion and compliance.

3. KEY ATTRIBUTES OF THE ROLE
This role is suitable for someone who:
- Is organised, confident managing administrative tasks and has basic computer skills (Microsoft Excel, Google Drive).
- Has effective written and verbal communication skills and enjoys engaging with families.
- Attendance at monthly CoM meetings is encouraged, either in person or via video call. Updates may also be provided through written reports to the President or Secretary.

4. KEY RESPONSIBILTIES AND ACTIVITIES

Key Responsibility:	LIAISE WITH BKCES
Activities ● Maintain up-to-date knowledge of SPK and BKCES enrolment policies and procedures. ● Represent SPK at BKCES Advisory Group meetings and share relevant updates with CoM. ● Manage enrolment lists received from BKCES, action changes and maintain accurate records. ● Work collaboratively with BKCES to resolve any enrolment issues or queries. ● Ensure SPK's information in the BKCES Enrolment Handbook is current each year. ● Collaborate with the Vice President and educators to ensure enrolment practices align with Child Safe and inclusion principles.	

Key Responsibility:	MANAGE THE ENROLMENT PROCESS
Activities ● Review, update and distribute the annual enrolment letter and form. ● Manage enrolment submissions and act as the main contact for incoming families. ● Respond to enrolment enquiries, referring families to BKCES where appropriate. ● Maintain the enrolment spreadsheet, forms and Individual Health Summary (IHS) for each child. ● Circulate updated enrolment data to educators, administration and the CoM as required. ● Work with Secretary and educators to ensure new families receive timely orientation info.	

Key Responsibility:	COMMUNITY ENGAGEMENT
Activities ● Attend and promote SPK at the Annual Open Day (May) and Transition Morning (Nov). ● Provide brief updates at CoM meetings and support communication with BKCES during key enrolment periods.	

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.

Updated: November 2025

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies ▪ Enrolment and Orientation Policy ▪ Diabetes Policy ▪ Anaphylaxis Policy ▪ Asthma Policy ▪ Epilepsy and Seizures Policy	

Support, training and advice are available through the Early Learning Association Australia

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.