

POSITION DESCRIPTION:

ENROLMENT OFFICER

JOB OVERVIEW:

The Enrolment Officer must be familiar with the enrolment process at the kinder and liaise with the Council of central enrolments as applicable during the year. They must keep up to date enrolment records and notify teachers, Treasurer and Administration officer of any changes throughout the year.

KEY ACCOUNTABILITIES:

- Accurate recording and processing of enrolments including collection of forms and passing on any associated fees to the Treasurer
- Keep group contact lists updated throughout the year with new enrolments and children leaving or deferring. **Inform teachers, treasurer, admin person and liaison person** of any changes. Provide copies to teachers as amendments are made.
- Answering all queries in relation to enrolments including checking the enrolment gmail on a regular basis
- Offering of Kinder places to enrolled families as appropriate
- Fill spaces as children leave the Kinder from respective wait lists and new enquiries
- Liaise with teachers to organise kinder groups with appropriate gender mix.
- Recruit children if places are not filled after the central enrolment process, by placing advertisements in local newspapers, Maternal Child Health Services, local playgroups etc. You may also need to liaise with other kindergartens in the area to recruit children from their waiting lists if possible
- If required, assist the kinder/president with completing the 'Request for Information Sheet' sent by Bayside Council. This is usually due around 30th June

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings (report on the on-going status of enrolments)
- Keep informed by reading the agenda, reports, minutes and other relevant information.
- Participate in all the activities of the committee.
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kinder.
- Ensure any tasks allocated to you are completed by the agreed date.
- Assist with Kinder Open Day.
- Assist with planning and preparing for Annual General Meeting (AGM).
- It is desirable that you undertake a Working With Children (WWC) check.

COMMENTS / ADDITIONAL INFORMATION:

- See appendix 1 and 2 for further information