

POSITION DESCRIPTION:

Liaison Officer (One appointed for each Kinder Group: Possums; Kookaburras; Emus and; Kangaroos)

JOB OVERVIEW: To provide a social, as well as formal means of communication and liaison between parents of the Kinder group and the Committee.

KEY ACCOUNTABILITIES:

- Prepare and co-ordinate Parent Help/Fruit Duty rosters for the Group each term
- Prepare and distribute a Parent Contact List to the Group (and update as required)
- Notify Parents/Guardians via email if there is a serious infectious disease within the Kinder
- Assist with Kinder working bees by: advertising the working bee dates to their Group; determine who will be attending; send out reminders and; liaise with Maintenance Officer(s) to advise attendance and any other relevant information
- Organise social catch-ups and occasions for the Group
- Communicate notices as required by Teachers and the Committee to parents, and distribute the newsletter, fundraising notices etc
- Encourage parents of the Group to attend social functions and working bees
- Raise any Kinder Group concerns as necessary at Committee meetings
- At the start of each year be the first point of contact for new parents and match new parents with experienced parents as requested (source any completed Parent Buddy forms from the Teacher)
- Coordinate purchase and presentation of any end of year appreciation gifts from parents to teacher/assistants

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- 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 kindergarten
- 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)

COMMENTS / ADDITIONAL INFORMATION:

- Use Gmail and Kinder Group Gmail address provided (refer IT Officer for details and new password) for all email communication
- When sending Group emails, please copy the Teacher in the email so they are aware of the items being communicated (liaise with Teacher to obtain preferred email address and preference i.e. use BCC option if private email address)
- Speak to the Teacher regularly during the Term to check if any special event days are coming up and determine if extra parent helpers or special materials are required etc, and plan for this
- Assist the Teacher to ascertain if parents have any interesting/special skills that they could share with the group that the children might enjoy
- Ensure the Privacy of parents is respected, note:
 - Obtain consent from each parent to share their email address and contact details with the Group (otherwise email using BCC option)
 - Be aware of which children are not to be photographed (liaise with Teacher)