

POSITION DESCRIPTION:

POLICY OFFICER

JOB OVERVIEW:

To review, update and create policies and related documents for the Kinder as suggested/required by the committee or other governing body such as Early Learning Association Australia (ELAA)

KEY ACCOUNTABILITIES:

- Maintain the Policy Register and Policy Review Schedule
- Review and update/amend policies in line with the Policy Review Schedule/ as per ELAA recommended guidelines /as required by legislative changes or the committee
- Draft any new policies as required/requested (usually from ELAA Template)
- Review and update the Emergency Management Plan
- Review and update the Risk Register
- Follow the policy review and approval process to obtain committee approval
- Ensure stakeholders are notified when the committee implements a new policy (including Newsletter Editor if important changes need be to communicated via Kinder newsletter)
- Store all current versions of policies and supporting documentation as Word and PDF files in Google Drive 'Policy' folders.
- Keep the hard copy Kinder Policy Folder (located in the Foyer) and any policy specific items on the Foyer noticeboard up to date. Maintain policy webpage by providing IT Officer with up to date information to upload.

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:

- The Kinder is a member of ELAA and suggested policy templates are made available on the ELAA website (and some from Department of Education) to use as a basis for most policy updates, or when creating a new policy.
- Close liaison with teachers and committee member(s) is required (depending on the specific policy), when updating/creating a policy to ensure the policy reflects actual/proposed practice/process as agreed by these stakeholders.
- Responsibility on Teachers and committee members to review all draft policies prior to providing final approval at a committee meeting.