



Kindergarten Administration and Compliance Officer

Position Description	
Reporting line	Head of Junior School
Campus	Junior School
Direct reports	Nil
Committee Membership	Nil
Key Internal Relationships	Head of Early Years Kindergarten Coordinator
Contract	Part time
Conditions of employment	Kardinia International College Enterprise Agreement School Officer Level 2, Category B

About us

Kardinia International College is a K-12 non-denominational independent school located in Geelong, Victoria, Australia. With a student enrolment of approximately 2000, our College offers the IB Primary Years Programme (IB PYP) to students in Years K-6, a vertical curriculum-based Years 7-10 and both the IB Diploma Programme (IBDP) and the Victorian Certificate of Education (VCE) to students in Years 11 and 12.

At Kardinia International College, 'Wisdom leads to Respect and Friendship' isn't simply a saying. It is a living motto; one that inspires members of the College community to act in ways that promote peace and harmony in the world.

The College began on 3 February 1996 with 31 Senior School students and 42 Kindergarten children, growing to over 1,400 students in its first seven years. The College population has now stabilised and is maintained at around 2,000 students. The total student population is comprised of approximately 130 kindergarten, 490 primary and 1,400 secondary students.

While students live predominantly in Geelong and its' surrounds, students attend the College from Western Melbourne, Colac, the Bellarine Peninsula, the Surf Coast and nearby regional centres. The student population also includes approximately 50 overseas students from countries including China, Korea, Japan, Hong Kong, Vietnam, Malaysia, and Singapore.

The Highview three and four-year old Kindergarten is a modern facility with clearly defined areas to encourage exploration, investigation and play, both inside and outside. The teaching team are committed to engaging children through play-based learning, promoting investigation, experimentation, examination, collaboration and reflection.

Role Summary

The Kindergarten Administration and Compliance Officer is a member of a respectful, highly productive, supportive and collaborative Junior School Kindergarten team of educators working towards common goals and values.

The role supports the smooth operation, administration, and regulatory compliance of the kindergarten program. Key responsibilities are undertaken in close consultation with the Kindergarten Coordinator, Head of Early Years, and Head of Junior School.

Key Responsibilities and Duties

1. Communicating and Reporting

- Provide regular updates to the Kindergarten Coordinator regarding operational matters and any compliance-related issues relevant to the kindergarten program.
- Meet regularly with the Kindergarten Coordinator, Head of Early Years, and Head of Junior School to support effective communication, planning, and continuous improvement.

2. Compliance and Regulatory Requirement

- Monitor and support compliance with all current regulations, standards, and practices as required by relevant governing bodies.
- Report compliance matters to the Kindergarten Coordinator, Head of Early Years, and Head of Junior School, including requirements related to:
 - Funding
 - Staff qualifications
 - Learning and compliance displays
 - Safe and inclusive environments
 - Medical condition management
 - Policies and procedures
 - VECRA requirements
- Support adherence to National Quality Standards and all applicable laws and regulations.
- Supporting the enrolment process and working in partnership with the enrolment officers.

3. Data and Systems Management

- Input and maintain accurate student data in the College's Student Management System.
- Enter and manage confidential information within the Arrival and NQA ITS systems in accordance with privacy requirements.

4. Resources and Supplies

- Coordinate purchasing, organisation, storage, and stocktaking of kindergarten resources and supplies.

5. Quality Improvement and Assessment Support

- Assist in the organisation and maintenance of evidence for the National Quality Improvement Plan (QIP).
- Support updates to improvement actions and contribute to preparation for the Assessment and Rating process.

6. Other Duties

- Other duties as directed by the Highview Coordinator, Head of Early Years, Head of Junior School or Principal.

School and Community Involvement

- Demonstrates effective communication skills with colleagues and parents.

- Works effectively in a team, in a variety of school activities.
- Is open to sharing ideas and resources to enhance teamwork.
- Participates in experiential learning activities with students beyond the Junior School, including excursions and camps.
- Promotes the concept of action/service within the Junior School.

Competencies and Capabilities

All staff are expected to actively support competencies that align to the College's Four Cornerstones:

- Living the College Motto (Wisdom leads to Respect and Friendship)
- International Mindedness
- Individuals as Life-Long Learners
- Technological Advancement and Innovation

Organisational

- Complies with all relevant legislation, reasonable instructions, policies and procedures.
- Effective planning and development skills, including the ability to prioritise workload and manage competing demands.
- Sound problem solving skills and demonstrated attention to detail.
- Ability to work under pressure to meet deadlines.
- A proactive approach demonstrating personal initiative and adaptability to meet the demands of the position.
- Attends staff meetings and staff professional development.
- Completes compulsory/compliance training within timeframes provided.

People and Teams

- Ability to work autonomously and operate as a resourceful team member in a collaborative, inclusive manner.
- Demonstrated ability to lead initiatives and communicate effectively with a variety of audiences.
- Excellent written and verbal communication skills, builds rapport well, is an active listener with the ability to gain support from colleagues.
- Capacity to operate with discretion, respect, trust and judgement while also maintaining confidentiality.
- Positively influences, negotiates and resolves conflict with respect and integrity.
- Builds constructive and effective relationships.
- Stays composed under pressure and handles stress well.

Technical Excellence

- Strong commitment to training and professional development. Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.
- Sound IT literacy including Microsoft Outlook.

Child Safety

Kardinia actively promotes the safety and wellbeing of students. Employees must demonstrate a commitment to protecting students from physical or psychological abuse or harm in the school environment. To ensure the safety and best interests of all students, the needs of with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds, and those with a disability, are taken into account.

Employees must:

- Demonstrate an understanding of Victoria's 11 Child Safety Standards.
- Demonstrate understanding of appropriate behaviour when engaging with children.

Child Safety continued	<ul style="list-style-type: none"> • Be familiar with legal obligations relating to child safety, including mandatory reporting and other obligations. • Be a suitable person to engage in child-connected work. • Provide students with a child-safe environment. • Comply with the College’s Commitment to Child Safety, College Student Wellbeing (Child Safe) policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety. • Maintain currency of Child Safe training. • Maintain valid VIT registration or Working with Children Check status for an employee. • Demonstrate a duty of care to students in relation to their physical and mental wellbeing. • Report to the Principal any criminal charges or convictions received during the course of employment that may indicate a possible risk to students, including prior to employment.
Positive Duty	<p>Kardinia is committed to the safety and wellbeing of employees, aiming to prevent workplace sex discrimination, sexual harassment, victimisation and other unlawful behaviour. Kardinia promotes equality and will take steps to prevent unlawful conduct. Employees must be proactive in their positive duty and take meaningful action to prevent unlawful conduct.</p>
Work Health and Safety	<p>Kardinia is committed to providing a work environment that is safe and free of risks to health, as far as reasonably practicable.</p> <p>To achieve this, all employees must:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring. • Promote and implement occupational health and safety and risk mitigation processes within the College. • Comply with Safe Work Procedures. • Use appropriate Personal Protective Equipment (PPE) as required. • Periodically update the Director of People and Culture about any medical condition they have that: <ul style="list-style-type: none"> ○ Is life threatening or may require Emergency Services to be called. ○ Could impact on their ability to perform their duties. • Complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed. • Not ‘intentionally or recklessly interfere with or misuse’ anything provided at the workplace to support health, safety and welfare. • Work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues. • Undertake all work activities in a manner that ensures the workplace is free from harassment (including sexual harassment), bullying and discrimination and supports workplace diversity.

Key Selection Criteria

Essential

- Relevant qualification in Early Childhood.
- Demonstrated experience in administration, ideally in education or early childhood.
- Strong understanding of Victorian kindergarten compliance requirements.
- Demonstrated knowledge of the National Quality Framework (NQF).
- High-level organisational skills and attention to detail.
- Excellent communication and customer service skills.
- Proficiency in administrative and data systems.

Desirable

- Familiarity with Synergetic, Arrival and NQA ITS systems.

Privacy Statement

When making an application for this position, you are consenting to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner.

Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the applicant's personal file. Kardinia International College may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.