

Preschool Enrolments & Administration Officer: Part-time

Role Description

The Preschool Enrolments & Administration Officer plays a key role in supporting the effective operation of the Preschool through the management of enrolments, student administration, compliance, and family engagement.

This role oversees the full enrolment lifecycle from initial enquiry through to onboarding and departure, while ensuring the accuracy of student records, supporting regulatory compliance, and contributing to the administration of preschool fees, government funding ensuring accuracy, accountability, and alignment with legislative and organisational requirements.

The Preschool Enrolments & Administration Officer reports directly to the Preschool Director, works closely with the HR & Administration Manager and is part of the School Administration team. This is a part-time role (0.6 FTE), 48 weeks per year with 4 weeks annual leave.

Key Responsibilities

Preschool Enrolments & Student Administration

- ❖ Manage all aspects of Preschool Enrolments, from initial enquiry through to onboarding and departure.
- ❖ In collaboration with the Preschool Director, assess applications, match students to available places, and make informed enrolment recommendations.
- ❖ Coordinate enrolment activities, including interviews, tours, orientation and open events.
- ❖ Prepare and manage enrolment documentation, including medical and information forms, liaising with the First Aid Officer to ensure all requirements and action plans are in place.
- ❖ Maintain accurate and up-to-date student data, records and enrolment systems, including bookings and attendance.
- ❖ Support fee administration, including invoicing, account management and Child Care Subsidy (CCS) processing.
- ❖ Ensure all enrolment, compliance and regulatory documentation is accurate and current.
- ❖ Work in partnership with the Kindergarten–Year 10 Enrolments Officer to support seamless student transitions across the school.



Compliance

- ❖ Support the Preschool Director in ensuring compliance with all relevant legislation, regulations, and standards.
- ❖ Contribute to the development, review, and implementation of Preschool policies in line with Government requirements.
- ❖ Assist in maintaining a safe and compliant environment, including coordinating and participating in lockdown and fire drills, and maintaining evacuation resources.
- ❖ Support the administration of government funding programs (e.g. Three-Year-Old Preschool fee relief and Preschool Reform Grant), including reporting, acquittals, and financial data preparation.
- ❖ Assist with audits and compliance checks, ensuring systems, documentation, and records are accurate and up to date.
- ❖ Maintain required registers, including the National Worker Register and Chemical Safety Data Sheets.
- ❖ Act as Safety Manager for the Preschool (as delegated), supporting safeguarding practices, risk management, and compliance with national childcare standards to ensure the wellbeing of children.

General Administration

- ❖ Provide high-quality administrative support to the Preschool Director as required.
- ❖ Assist in the effective daily operation of the Preschool by supporting educator-to-child ratios, where suitably qualified and approved, and coordinating the relief phone during periods of the Director's absence.

Team & School Culture

- ❖ Work closely with specific staff, including the Kindergarten–Year 10 Enrolments Officer, Preschool Administrator and First Aid Officer, to ensure coordinated and effective delivery of enrolment and student services.
- ❖ Collaborate with the Preschool team, Administration team and wider staff to support a cohesive, efficient and positive school environment.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.



Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

Selection Criteria

Essential

- ❖ Demonstrated experience in early childhood or pre-school administration, including the use of enrolment or childcare management systems.
- ❖ Sound understanding of preschool and/or early childhood compliance requirements and regulatory frameworks.
- ❖ Experience in financial administration, including invoicing and account management.
- ❖ Experience in a preschool or early childhood setting, including an understanding of relevant national laws, regulations and best practice standards.
- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Demonstrated experience in providing administration support and liaison services within a busy office or school environment.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

Desirable

- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.