

Preschool Administration Coordinator

Role Description

The Preschool Administration Coordinator provides efficient administrative support to the Preschool, working closely with the Preschool Director and Preschool Enrolments & Administration Officer to support the effective day-to-day administration of the service.

The Preschool Administration Coordinator provides operational support to the Director, assists with regulatory compliance and service administration, and contributes to the ongoing improvement of Preschool programs, practices and procedures.

The Preschool Administration Coordinator reports directly to the Preschool Director and is a temporary full-time appointment (1.0 FTE) for 2027, with the potential for the role to transition to an ongoing position subject to organisational needs.

Key Responsibilities

- ❖ Provide high-quality administrative support to the Preschool Director to facilitate the efficient day-to-day operation of the Preschool program.
- ❖ Assist with staffing changes, rostering, educator-to-child ratios and relief coordination, including management of the relief phone and providing direct support on the floor when required (and qualified).
- ❖ Support compliance with the Education and Care Services National Law and Regulations, National Quality Standard and other relevant legislation and standards.
- ❖ Monitor required records, registers and documentation in collaboration with the Preschool Enrolments & Administration Officer, ensuring they are accurate, current and compliant.
- ❖ Contribute to the development, implementation and review of Preschool policies and procedures in collaboration with the Preschool Director and Preschool Enrolments & Administration Officer.
- ❖ Identify and escalate compliance, operational and safety risks to the Preschool Director.
- ❖ Assist with staff inductions and ongoing administrative support for Preschool staff.
- ❖ Support a safe, well-organised and compliant environment, including emergency preparedness, drills, evacuation resources and risk management.
- ❖ Support child safeguarding and compliance as a delegated Co-Safety Manager, in collaboration with the Preschool Enrolments & Administration Officer.
- ❖ Support the Preschool Director with continuous improvement, quality assurance and preparation for regulatory visits and Assessment and Rating processes.



- ❖ Coordinate Preschool events, activities, excursions and incursions, including bookings, permission notes, risk documentation and communications.
- ❖ Manage purchasing and procurement, including purchase orders, supplier liaison, food, resources and supplies.
- ❖ Coordinate general administrative requirements, including maintenance requests, catering, office supplies and family communications.
- ❖ Support the administration of medical requirements, including maintaining relevant records, documentation and resources in accordance with policies and procedures.
- ❖ Maintain Preschool resources, equipment and storage areas, ensuring they are organised, accessible, appropriately stored and maintained.
- ❖ Assist with start-of-year and end-of-year preparations, including resources, documentation, classrooms and other administrative requirements.
- ❖ Undertake other administrative and operational duties as delegated by the Preschool Director.

Team & School Culture

- ❖ Work collaboratively with the Preschool team and wider School community to promote effective and efficient service delivery.
- ❖ Model a caring, professional and respectful approach consistent with the values and ethos of Emmaus Christian School.
- ❖ Contribute positively to staff culture through effective communication, teamwork and professional conduct.
- ❖ 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 preschool administration.
- ❖ Sound understanding of early childhood compliance requirements, including relevant legislation, regulations and regulatory frameworks.
- ❖ Demonstrated ability to coordinate staffing, rostering, educator-to-child ratios and operational requirements in a busy early childhood environment.
- ❖ Demonstrated experience providing administrative support and liaison services in a busy early childhood, school or office environment.
- ❖ Excellent professional communication and interpersonal skills when engaging with children, families, staff and external stakeholders.
- ❖ Highly organised and detail-oriented, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Proficient in Microsoft Office applications, including Word, Excel, Outlook and Teams, with the ability to quickly learn and adapt to new software systems and digital tools.
- ❖ Demonstrated ability to manage confidential and sensitive information with integrity, discretion and a strong commitment to professional and safeguarding standards.
- ❖ Current Working with Vulnerable People (WWVP) registration, or ability to obtain prior to commencement.
- ❖ Active membership of an evangelical Christian church and wholehearted support for the Christian mission, values and ethos of Emmaus Christian School.

Desirable

- ❖ An Early Childhood qualification, such as a Certificate III or Diploma in Early Childhood Education and Care.
- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.