**Purpose of the position:**

To function as the primary contact person for enquiries and applications in relation to enrolments from parents. To function as primary contact with the City of Kingston regarding submission of timetables, enrolment uptake, and any other matters relating to enrolments.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming President regarding any current and relevant information

**Skills:**

* Excellent communication skills
* Ability to follow privacy regulations
* Proactive attitude
* Attention to detail
* Enrol now training (will be taught)

**Key Tasks:**

* Ensure enrolments for the current year are correct. Have a record from the Council of all enrolments for the current year.
* Advise Council of any vacancies that arise in the current year.
* Consult with Committee regarding expected enrolments
* Ensure correct details are listed on enroll now and class list are available to Teachers
* Attend monthly committee meeting and provide enrolment details as needed.
* Confirm details of Timetable and hours with Council if adjustments made
* Help parents with enrolment process if needed
* Ensure compliance with timelines set
* Ensure parents are aware of group allocation and how round offers work
* Notify parents of open days, information sessions and other events via social media and Website.
* Review duties and update based on government, Council, and regulatory changes
* Attend training, Meetings and information sessions as needed.

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