**Purpose of the position:**

To provide analysis and advice on issues and develop and refine policies relating to the rules and principles of Evesham Road Kindergarten

**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
* Understand policy and regulatory standards

**Key Tasks:**

* Understand the early child education standards and communicate them through the policies
* Read supplied policies and adjust to reflect the working environment
* analyze and evaluate issues to incorporate into policies
* help formulate and implement policies
* deliver high-quality policy advice
* review existing policies to identify out-of-date or incorrect information
* advise on recommended changes required to existing policies
* develop and implement project and consultation plans
* ensure training for Staff, Committee and volunteers on policies where required
* keep computerized records and policy documentation up to date.
* Liaison with Nominated Supervisor and HR Officer regarding policy compliance
* Liaison with Web Officer to update policies when required
* Create, manage and control distribution of policy templates
* Source ELAA, WorkSafe and other regulatory bodies for policies
* Create and update Codes of Conduct where required
* Ensure accurate and up to date regulation references

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