Job Title:	Quality and Compliance Coordinator, Early Learning
Classification Level:	Administration Stream – Grade 5
Campus:	Adelaide Hills and Wynn Vale
Reporting relationships:	Director of Early Learning, Wynn Vale Director ELC, Adelaide Hills
Works collaboratively with:	• Head of Early Years, Wynn Vale • Head of Campus, Adelaide Hills • Educational Leader, Adelaide Hills • Lead Educators • ELC Administration Staff • ELC Teaching Staff and Educators

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating **Humility** and **Service** by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with **Fairness** and **Respect.**
Accountable Leadership	Being reliable, responsible and building trust with others by acting with **Excellence** and **Integrity**.

King's Early Learning

Our goal is to create a faith based, centre of excellence for children aged three to five years of age. Our philosophy is underpinned by the belief that children are God's gift and are all unique, full of potential and contributors to society. Learning within the centre is underpinned by the inspirational early childhood, educational work, and approach to learning from Reggio Emilia, Italy. The centre has modern facilities that support this approach to learning.

King's Early Learners aims to be an environment where learning is child-centred, exciting, positive and engaging.

Position Purpose

The Quality and Compliance Coordinator supports the effective operation and regulatory compliance of King's Early Learning Centres across both Wynn Vale and Adelaide Hills campuses.

The role is responsible for monitoring, coordinating and supporting compliance requirements under the:

- Education and Care Services National Law
- Education and Care Services National Regulations
- National Quality Framework (NQF)
- National Quality Standard (NQS)
- Child Safe Environments requirements
- South Australian regulatory requirements
- King's Baptist policies and procedures

The Quality and Compliance Coordinator works proactively with ELC Directors and leadership teams to establish, maintain and continuously improve systems, documentation, practices and processes that support regulatory compliance, child safety, quality improvement and operational excellence across both services.

The role serves as a specialist compliance resource and works collaboratively with leaders to ensure consistency of compliance practices across King's Early Learning Centres.

Key Responsibilities

While the Compliance Coordinator provides guidance, monitoring and recommendations, accountability for regulatory compliance remains with the relevant ELC Director and approved provider.

Key Area	Key Responsibilities
Regulatory Compliance	• Monitor compliance with the National Quality Framework (NQF). • Maintain knowledge of current legislation, regulations and sector requirements. • Support both ELC services to meet obligations under the Education and Care Services National Law and Regulations. • Provide advice regarding compliance requirements and regulatory changes. • Assist ELC Directors to identify and address compliance risks. • Conduct regular internal compliance audits and spot checks. • Support the implementation of corrective actions arising from compliance reviews.
Policy & Procedure Management	• Review, monitor and maintain ELC policies and procedures. • Coordinate policy review cycles and version control. • Ensure policies align with current legislation and best practice. • Support the implementation and communication of policy changes. • Assist leaders and staff to understand policy requirements
Risk Management & Child Safety	• Review and monitor Risk Benefit Assessments. • Support development of risk management processes. • Monitor compliance with Child Safe Environment requirements. • Support implementation of risk mitigation strategies. • Ensure regulatory documentation relating to child safety is maintained. • Support the monitoring and continuous improvement of indoor and outdoor learning environments to ensure compliance with legislative, regulatory and child safety requirements across both campuses. • Conduct compliance reviews relating to physical environments, including buildings, grounds, play spaces and equipment, and coordinate the escalation of identified risks or non-compliance matters. • Work collaboratively with ELC leaders and the Property and Facilities Manager to support the implementation and monitoring of environmental risk controls and corrective actions.

Medical & Health Compliance	• Monitor medical compliance requirements across both campuses.
	• Maintain systems relating to:
	  – Medical Management Plans
	  – Medication Records
	  – Risk Minimisation Plans
	  – Health Support Plans
	• Monitor allergy and food intolerance documentation.
	• Coordinate updates to medical records.
	• Support implementation of requirements for specialised medical conditions.
	• Coordinate medical compliance reviews.
	• Organise mandatory medical training updates including:
	  – First Aid
	  – CPR
	  – Asthma
	  – Anaphylaxis

Workforce Compliance, Record Keeping & Reporting	• Monitor staff compliance documentation, expiry dates and renewal requirements • Provide regular compliance reports to ELC Directors. • Support onboarding compliance processes for new staff. • Monitor workers compensation and workplace incident registers. • Monitor National Model Code requirements and supporting documentation. • Collate information required for leadership reporting systems. • Maintain accurate electronic and hard-copy records. • Monitor food safety compliance requirements. • Ensure food handling documentation and processes remain current. • Support implementation of food safety requirements. • Conduct compliance reviews relating to food safety processes. • Maintain records relating to compliance inspections, audits, corrective actions and regulatory requirements. • Monitor compliance trends and provide reports, recommendations and improvement opportunities to ELC leadership.
Quality Improvement & Assessment	• Support evidence gathering against all National Quality Standard and development and implementation of Quality Improvement Plans (QIPs). • Assist leaders to maintain continuous Assessment and Rating readiness. • Support governance and leadership practices under Quality Area 7. • Contribute evidence collection for continuous improvement activities. • Assist leadership teams to monitor progress against quality goals. • Support quality improvement initiatives across both campuses. • Support Education Standards Board (ESB) compliance activities. • Assist with ESB spot checks and regulatory visits. • Coordinate documentation and evidence collection for Assessment and Rating. • Assist preparation for regulatory audits and reviews. • Maintain systems that support ongoing assessment readiness. • Identify opportunities to improve systems, processes and compliance practices. • Develop resources and tools that improve compliance efficiency. Promote a culture of continuous improvement and accountability. • Contribute to continuous improvement initiatives relating to compliance, safety and the physical learning environment.
Risk, Safety & Compliance	• Represent the ELC's as a member of the School's WHS Committee • Act as a liaison between ELC leadership and the School's WHS function to promote consistent risk management and compliance practices. • Support the implementation and monitoring of WHS policies, risk managements processes, incident reporting and corrective actions across both ELC sites. • Support investigations relating to incidents, injuries, hazards and near misses, including documentation, trend analysis and monitoring of corrective actions.

	• Assist with the identification and analysis of compliance, safety and operational risks across ELC operations. • Maintain awareness of relevant workplace health and safety obligations and contribute to continuous improvement initiatives relating to safety, compliance and organisational risk management.
Communication & Collaboration	• Build positive professional relationships across both campuses. • Communicate compliance expectations and requirements to staff. • Provide support and guidance regarding compliance processes. • Work collaboratively with leadership teams to achieve consistent compliance outcomes. • Promote a culture of accountability, continuous improvement and quality practice.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Qualification in Early Childhood Education and Care, Business Administration, Governance, Quality Management, Compliance, Risk Management or related discipline.
3. Experience working within an Early Childhood Education & Care environment with knowledge of Education Standards Board requirements.
4. Demonstrated understanding of QIP and internal compliance audits and the standards set by:
    - The National Quality Framework
    - The Early Years Learning Framework
    - Education & Care National Law & Regulations
5. Ability to interpret legislation and compliance requirements, maintain compliance systems and documentation.
6. Experience maintaining compliance systems and documentation.
7. Experience preparing for audits, assessments or regulatory reviews.
8. Ability to maintain a high level of professional judgement and confidentiality.
9. Demonstrated skills in establishing healthy working relationships with staff, students and parents.
10. Proficiency in Microsoft Office software with accurate keyboard and database management skills.
11. Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful manner.
12. Ability to work autonomously and use initiative appropriately.
13. Ability to work cohesively in a team environment.
14. Represent the school and its wider community by providing a positive, enthusiastic and professional support and customer service environment.
15. Current WWCC, RRHAN-EC and eligibility to work in Australia.

Hours of work

The role of Quality and Compliance Coordinator is a full-time position across 48 weeks of the year (inclusive of 4 weeks paid annual leave). Two weeks are flexible and are provided for work distributed throughout term breaks.

The salary and conditions of this position will be negotiated with the incumbent based on qualifications and experience with terms and conditions subject to the current King's Baptist Grammar School Enterprise Agreement.