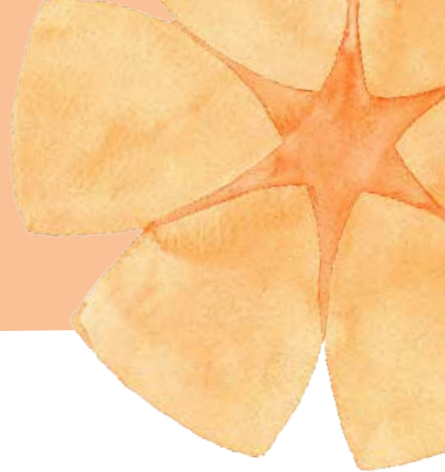
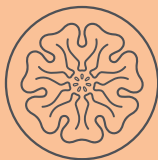




EARLY CHILDHOOD ADMINISTRATOR

PART-TIME – 10 Hours per week

We are seeking a part-time (10 hours per week) Early Childhood Administrator. This is a diverse administration role.

Melbourne Rudolf Steiner School is a beautiful, well-established K-12 co-educational, non-denominational Steiner school situated in the outer eastern suburb of Waranwood, Victoria on

30 acres of tendered bushland. In this natural, idyllic environment, we have an Early Childhood Faculty for 3-6-year olds, facilitated by enthusiastic, creative and flexible teachers.

Tasks of the Early Childhood Administrator include:

- Managing all appropriate EC education compliance requirements
- Facilitating kindergarten policies, process review and implementation
- Maintaining the Quality Improvement Plan
- Collecting and confidentially maintaining family and children's data
- Ensuring the "Arrival" system (including support with SRF) is updated and maintained
- Attending Kindergarten Faculty meetings, keeping teachers and families up to date with select correspondence
- Working alongside our after-school care program co-ordinator to ensure inclusion and compliance within our early childhood realm
- Providing other administrative duties as they arise
- Maintenance of Attendance records both in "Arrival" and the school system.

Requirements:

- **Current Working With Children's Check or VIT Early Childhood Teaching registration.**
- knowledge of current regulations and the Victorian Early Years Learning and Development framework
- Your commitment to and understanding of Steiner education, especially in relation to the early years
- A sound understanding of, and commitment to, current Child Safety Standards.

How to Apply:

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees, **Friday 4th September, 2026.**

Email: office@mrss.vic.edu.au

Child Safety Standards:

MRSS is committed to ensuring child safety. MRSS has zero tolerance for child abuse and has in place policies and procedures to uphold the Victorian Child Safe Standards to ensure a child-safe environment. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at MRSS has a crucial role to play to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.