

25 January 2018

Human Resources Department

Matter followed by : Sandy Lalande

Sandy.lalande@condorcet.com.au

Tel : +61 2 9344 8692

Reference(s): PC/CG/SL

[S:\Administration\GRH\Recrutement\Appel à candidatures\AS2018\2018-01](#)

[Poste ADMIN-1701 - Appel à candidature - Compliance and Quality](#)

[Officer.docx](#)

CALL FOR APPLICATIONS

Compliance and Quality Officer (ref. ADMIN-1701)

Lycée Condorcet- the International French School of Sydney is an independent, co-educational school in Maroubra which caters to students from Preschool to Year 12 and follows the French curriculum.

Approved in accordance with the French Education Ministry, the school is looking for a **full-time Compliance and Quality Officer (38 hours/week during 48 weeks)**.

Main duties

Fundamental to this position is the implementation and delivery of efficient procedures that comply with NESAs, ECECD and the NSW Education Act whilst simultaneously respecting the unique principles and values of the school. Procedures will be aligned to school policies and complement both the French Baccalaureate and International Baccalaureate. The role includes the development and supervision of control procedures and the preparation of a range of appropriate reports. On a day-to-day basis, compliant practices in the education and care of children will be in accordance with relevant regulations. This includes the implementation of policies and procedures.

Responsibilities

Compliance

Australian Government Department of Education and Training:

- Supervise and maintain documentation regarding the mapping of educational outcomes in all KLAs to NESAs requirements from K - 12 (including both the French and International Baccalaureate)
- Oversee the preparation and completion, as well as lodge the school's Annual Education and Financial Report NESAs (due 30 June)
- Prepare and submit reports to Australian Government Department of Education and Training (eg Compliance, Student Attendance and Nationally Consistent Collection of Data) as required
- Adhere to the compliance schedule for LCS in relation to the completion of mandatory tasks within your areas of responsibility. As a minimum this will include Annual Report to NESAs, 3 yearly ECECD re-licensing, 5 yearly NESAs re-licensing, annual CRICOS and 5 yearly for IBO

Child Protection:

- Act as the Accredited Child Protection Investigator and report all Child Protection matters to the Head of Agency. Following discussion with Head of Agency, and if directed to do so, make notifications to relevant bodies
- Maintain and ensure implementation of Child Protection policies and procedures

Registration:

- On behalf of the School, take carriage of all processes and procedures to ensure successful registration and the renewals as they arise for :
 - NESA,
 - CRICOS,
 - IBO
 - ECED/ACECQA

Others:

- Management of application for Australian government funding, position the school to adhere to funding criteria's, seeking opportunities to increase funding and staying ahead of any changes to minimize any negative financial impact to the school
- Prepare and submit the NESA Annual Report
- Ensure the Quality Improvement Plan is updated annually and submitted on request by ECECD

Parents' enquiries

(In this section customers are referring to Parents)

- Respond promptly to customers enquiries either by telephone, electronically or face to face
- Handle and resolve customer complaints
- Direct requests and unresolved issues to the designated resource and ensure resolution in a timely matter
- Keep records of customer interactions and transactions
- Record details of enquiries, comments and complaints and details of actions taken

Required skills

- Be Accredited Child Protection Investigator
- Excellent communication skills
- High level of attention to detail
- Flexible work approach
- Experience dealing with ASQA, and other state regulatory bodies
- Extensive experience in regulatory compliance
- Demonstrated experience in collating and analysing data to produce reports
- Strong administrative design capabilities desirable
- Full working rights

Classification

The salary is based on the rates of pay of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for these positions. For information on the mandatory NSW Working With Children Check **click here**.

Applications must be sent by email quoting reference number **ADMIN-1701** to **recrutement@condorcet.com.au**