



POSITION DESCRIPTION

Title:	Centre Director – Nominated Supervisor
Enterprise Agreement:	Modern Award
Classification:	Early Education and Care Centre Director
Usual Work Location:	Southern Cross Early Childhood School
Cost Centre:	138
Usual hours of work:	76 hours per fortnight
Position Objective:	Centre Director To be responsible for the successful management of the centre. To be responsible for ensuring the centre adheres to all legislative requirements. To be responsible for program development. To be responsible for the day to day financial management of the centre. To be responsible for the recruitment, retention and training of staff. To work with the school Principal to further develop the school community.

Key Requirements:

Essential Qualifications: Bachelor of Education Degree in Early Childhood
Current First Aid Certificate

Essential Experience:

- Demonstrated ability to manage and coordinate a long day care centre.
- Demonstrated commitment to the provision of high quality care and education.
- Demonstrated Management / Leadership experience
- Highly developed understanding of relevant National Quality Standard and other government requirements which regulate the provision of care and education.
- Understanding of and commitment to the National Quality Frameworks.
- Understanding of the role of community based care and education and a commitment to parent participation in decision making.
- Demonstrated ability or capacity to work productively with the school Principal and community.
- Demonstrated high level of liaison, oral and written communication skills.
- Experience with computerized accounting systems, preferably Qikkids.
- Demonstrate ability and/or capacity to be able to develop, work within, project and monitor a service budget.
- Demonstrated ability to research, develop and provide policy advice.
- Commitment and highly developed understanding of principles of EEO, industrial democracy and WH&S.
- Demonstrated willingness to attend and participate in professional development opportunities.

Position Responsibilities:

Communication:

- liaise with the Anglicare NSW South NSW West and ACT ECEC Leadership team, School Principal, School Board, parents, government bodies, unions and other relevant professional organisations
- maintain links with appropriate early childhood organisations within both the local and wider communities that provide advocacy for children
- attend and provide a monthly report to the Executive Manager, attend Management meetings, and sub committee meetings as required
- maintain a waiting list and contact with all users and potential users of the centre

Regulations:

- ensure that the centre adheres to all relevant regulations including ACT Government and Federal Government legislative requirements
- work with Anglicare Care and Education centres to ensure National Quality Frameworks requirements are understood and met
- ensure the government guidelines on access to the Early Learning centre are adhered to
- ensure that all staff are employed using Anglicare policies and procedures

Program development:

- develop (or cause to be developed), plan and supervise the implementation of relevant educational/developmental programmes for the children
- seek input from Quality Assurance and Training Manager and relevant others in developing and evaluating the program
- identify children with special needs and take appropriate supportive actions in consultation with professionals

Financial Management:

- keep day to day accounts and oversee all clerical matters including processing parent accounts and banking child care fees
- formulate, evaluate and work within the annual budgets in liaison with the Executive Manager.
- develop and provide policy advice to the ACG Manager with respect to payment of fees, late payment of fees, payment of deposits, centre role in fee relief and other relevant policy
- ensure that submissions for funding to the relevant government and non government authorities are made, monies received and accounted for

Recruitment:

- recruit permanent staff in consultation with the ACG Manager
- recruit casual staff to fill urgent needs arising from ill health of staff and other leave entitlements

Staff Development and Personnel Practices:

- facilitate a happy, healthy working environment
- develop and provide policy advice to the Quality Assurance and Training Manager and Support Director on appropriate personnel practices including WH&S aspects, training, sexual harassment, sick leave reporting requirements, keeping of time sheets etc
- maintain a staff appraisal system which accurately measures staff performance
- provide all staff with professional development opportunities
- supervise and provide training facilities to students and trainees in relevant courses
- attend conferences and appropriate professional development courses to keep up to date with current research and trends in early childhood care and education and pass this knowledge on to all staff.

Maintenance of ECS Property:

- co-ordinate in consultation with senior staff the proper upkeep of the centre
- liaise with the cleaner and staff to ensure a high standard of hygiene and cleanliness at all times
- ensure that all equipment is operating in a safe condition
- carry out all required safety checks

Privacy:

- ensure that all confidential records of staff and children/parents are kept in a confidential and safe manner
- provide the staff and families with advice about policies regarding confidentiality

Marketing:

- Take advantage of all opportunities to advertise the centre
- Ensure that potential users of the centre are fully aware of the service offered
- Liaise with Anglicare's communications managers regarding any advertising opportunities as they arise.

Key behaviours:Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Personal and Professional Development

Engages in and instigates professional development, conversations and research.

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

Key skills:

- The ability to work as both a leader and a member of a wider management team.
- The ability to engage and interact with children.
- The ability to communicate effectively with families.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.
- A desire to be the best you can be.

Key knowledge areas:

- To ensure that all regulations, licensing guidelines, Centre and Agency policies and procedures are observed;
- To understand and be actively involved in the National Quality Improvement processes;
- To understand and promote the organisation's mission, objectives core values and strategies.
- To understand and promote the centre's philosophy and goals.
- To understand and implement all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

Key experience:

- Minimum 5 years experience working in a long day care centre.
- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.
- Programming skills.
- Demonstrated ability to lead a team.

Reports to:

Director Support, ECEC