

## **Service Manager/Nominated Supervisor**

### **Yeronga Hyde Road Kindergarten**

**Education & Training – Teaching – Early Childhood**

**Part time 12 Hours per week**

**12 Month Contract (Monday 15 January 2024 to Friday 13 December 2024)**

**Brisbane South – Yeronga**

Yeronga Hyde Road Kindergarten is seeking applications from experienced and qualified early childhood teacher to fill the role of Service Manager/Nominated Supervisor, managing the day to day running of the service alongside the Management Committee. The position is a part-time for 12 hours per week. **THIS POSITION IS A NON-CONTACT ROLE with internal ECT relief opportunities.**

The role **commences on the week beginning 15th January 2024**, with negotiated hand-over time during Term 4, 2023. The contract **finishes on 13 December 2024** unless otherwise determined by The Management Committee.

Please note the closing date for this position is indicative only. All interested applicants are encouraged to apply as soon as possible.

## **About Yeronga Hyde Road Kindergarten**

**Yeronga Hyde Road Kindergarten** is a not-for-profit Community Kindergarten, affiliated with Lady Gowrie. Our centre is well respected for providing quality early childhood education for over 70 years. Set in parkland, YHRK is spacious and well resourced. YHRK educates children by focusing on loving relationships, best educational practices, and strong collaborative partnerships in our close Yeronga community.

We have a 2-unit centre for children in the year before prep (3.5 – 5-year-olds), with a government funded program for up to 88 children, providing a play-based, educational program. Additionally, we provide Kindy Club, a morning and afternoon program for families who require outside hours care.

Our team of passionate, fully qualified, and experienced teachers/educators are supportive and prioritise the needs of children and families.

**Yeronga Hyde Road Kindergarten** is a friendly kindergarten committed to providing an environment where staff can pride themselves on their professionalism and the relationships they make with the children and parents they work with. We strive to recognise the individual needs of the children and provide environments where they express themselves freely as they learn, grow, and develop at their own pace through play and hands on experiences, within a safe environment.

## **Role Duties and Responsibilities**

### **Leadership and Management**

Under the National Quality Framework accept the role of Nominated Supervisor as discussed in the Education and Care Services National Regulations

- Lead the provision of high-quality early childhood education, care and supervision, promoting the organisation philosophy and compliance with the National Law and National Regulations.
- Promote, support and monitor the development, implementation and evaluation of relevant and responsive child-centred curricula/ programs.

- Support and supervise staff in their work at the service, promoting informed and reflective professional practice.
- Promote and facilitate meaningful parent participation in all aspects of service provision, and support staff in this important aspect of their work.
- Implement a range of proactive strategies to promote two-way information sharing between home and the service, including feedback on service provision.
- Facilitate regular and effective two-way communication between management and staff.
- Actively model and practise effective leadership and facilitate democratic participation in centre decision making.
- Guide the development of organisational policies, procedures and practices to promote and support high quality and cost-effective service provision.
- Support the identification of potential funding sources, and the preparation of funding submissions.
- Support integrated service delivery through the development of professional networks with contacts outside the Service, including child health and other specialist services, schools, parenting and family support services.

### **Financial Management and Service Administration**

- Maintain high standards of financial management and service administration to support the provision of high quality ECEC.
- Implement and maintain organisational policies and procedures relating to waiting lists, enrolments and the prompt filling of vacancies.
- Support timely and effective processing of data collection for related funding and accountability reports.
- In collaboration with the executive committee assist the formulation and evaluation of the service budget, monitor income and expenditure in accordance with budget estimates and ensure that all steps are taken to comply with the budget.
- Where applicable develop, implement and regularly review staff rosters to support staff equity, prescribed educator to child ratios and high quality, cost-effective service provision.
- Authorise expenditure in accordance with the Service budget (subject to the approval of the Committee of Management for purchases exceeding the specified limit).
- Identify and prioritise building and equipment maintenance requirements and work with the Committee of Management to address these requirements.
- Provide regular reports, including staffing and child attendance reports to Committee of Management to assist budget monitoring and maintenance.
- Develop, monitor and review service filing systems (including electronic where applicable), in collaboration with the administration (when employed at the service) and Committee of Management to ensure consistent, systematic and effective systems for the maintenance of information and records.

### **Human Resource Management and Support**

- Assist the Committee of Management with recruitment and selection of staff, performance reviews and development of strategies to reward and retain staff.
- Develop and implement effective staff orientation and induction procedures.
- Contribute to the development of new position descriptions for all staff.
- Communicate and regularly review organisational policies, procedures and practices with staff to promote consistent high quality service provision.

- Facilitate staff performance planning and review (PPR) appraisals on a regular basis, at least annually.
- Use PPR and other relevant information to determine education and training needs and the best way to meet these needs in collaboration with the Educational Leader & Management Committee.
- Promote and support professional development for staff, including attending and leading professional development sessions in collaboration with the Educational Leader.
- Promote and support leadership, professionalism and accountability at all levels across the service.
- Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties.
- Plan for and manage staffing to cover leave to maximise continuity for children and families and cost effectiveness for the service.
- Coordinate and approve staff timesheets ensuring timely and accurate completion.

### **Continuous Quality Improvement**

- Ensure that all statutory requirements with respect to the Service are being met or exceeded (e.g., National Quality Framework, Approved Kindergarten Program Provider, funding agreements, other relevant legislation and regulations)
- Lead the service through the Assessment process with the Regulatory Authority
- Engage all stakeholders in the self-assessment process, development and ongoing implementation of the Quality Improvement Plan as part of the NQF.
- Promote and support reflective practice in all staff, and commitment to continuous quality improvement.

### **Workplace Health and Safety**

- Keep up to date with Workplace Health and Safety legislation and regulations as they pertain to this Service.
- Contribute to the development, implementation and review of organisational WH&S policies and procedures.
- Support the Workplace Health and Safety Representative or Committee Member in all aspects of their work.
- Facilitate information sharing and training regarding WH&S and ensure that safe work practices are adhered to, and all safety equipment used when appropriate.
- Ensure that any equipment or facilities posing a safety risk are identified, recorded, followed up in a timely manner, and reported to the Committee of Management as required.
- Ensure the timely and accurate completion of Incident, Injury, Trauma and Illness Records & Reports and prepare these to submit to the Committee of Management and Regulatory Authority.
- Facilitate regular safety drills, including fire evacuation and service lock down procedures.
- Ensuring the safe administration of medication as authorised and in accordance with National Regulations

### **Essential Qualifications, Skills, and Experience**

- **Bachelor of Early Childhood, Bachelor of Education – Early Childhood Education or equivalent, Qualifications must be approved by ACECQA and eligible for Teacher Registration with QCT (to fulfill relief work opportunities).**

- Senior first aid certificate, including CPR certificate and training in the emergency management of anaphylaxis and asthma.
- Current Positive/Exemption Suitability Card.
- Child Protection Training, Emergency Procedures and Response in Early Childhood and Care Manual Handling Risk Management in the childcare industry.
- 5 Years Experience in management positions
- A natural ability to work as an effective team leader.
- Well-developed interpersonal oral and written communication skills.
- A sound understanding of theories of early childhood development.
- A strong desire to provide the delivery of a high quality, inclusive and educational program, providing each child with a secure nurturing environment.
- A positive attitude of acceptance and respect, and the ability to demonstrate empathy for the individual needs and desires of each child and their families.
- Experience working in a Community Kindergarten setting.

**To apply, submit a resume and a cover letter detailing your suitability for the role via Seek only. All applications must be received by Friday 24 November at 5pm. Please note, YHRK reserve the right to close the job advertisement at any time. Interviews will be held as suitable applications are received.**

*We are an inclusive kindergarten and support and promote diversity within our teaching team. Aboriginal and Torres Strait Islander people are encouraged to apply.*