

Position Description

Position Title **Child Care Manager**

Position Details

Reporting to	Director Corporate Services (DCS)
Direct Reports	Child Care Educators & Kindergarten Teachers
Liases with internally	Child Care Educators, DCS, Corporate Services and Finance teams, other Falls Creek Resort Management (FCRM) staff as required.
Liases with externally	Stakeholders, parents, children and visitors.
Purpose of the Position	<p>Management of Falls Creek Child Care and associated program and accreditation requirements, which includes – but is not limited to:</p> <ul style="list-style-type: none"> Overseeing and providing a safe, caring and stimulating environment for young children between 12 weeks and 5 years of age In consultation with parents, educators and children, developing, implementing and evaluating an engaging, meaningful and appropriate program that reflects the centre’s philosophy (guided by nature pedagogy, community and sustainability) and in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF) Recruit, lead, motivate and support seasonal and permanent educators Oversee administration requirements, including utilising Child Care financial and other systems / portals, rostering, compliance and reporting associated with the management of the Child Care Centre Develop and draw up policies and procedures, quality improvement plans, emergency management plans and other documents as required.

Selection Criteria

Essential Criteria	<ul style="list-style-type: none"> Holding a Diploma of Early Childhood Education and Care or higher as recognised by ACECQA Relevant experience as a Child Care Co-ordinator/Supervisor/Manager Strong understanding of the VEYLDF, Early Years Learning Framework (EYLF) for Australia and National Quality Standards (NQS) Demonstrated experience at devising and implementing meaningful and engaging Child Care and Kindergarten programs Current Working with Children Check Current First Aid certification; anaphylaxis and asthma training; Food Safety training Excellent planning, organisational, communication and interpersonal skills Ability to relate well with educators, children, parents and stakeholders Ability to exercise sound judgement and pro-actively address issues Demonstrated ability to effectively lead, motivate and manage staff Strong computer literacy
Desirable Criteria	<ul style="list-style-type: none"> A passion to teach and the ability to make a difference to the lives of young people Knowledge of connecting children to nature through play based curriculum and/or nature pedagogy Emotional resilience, commitment and determination Knowledge of KidsXap Child Care software, or similar

<p>Behaviours Required</p>	<ol style="list-style-type: none"> 1. Teamwork 2. Process driven 3. Honesty and Integrity 4. Solutions driven 5. Customer focus 	
<p>Key Performance Indicators</p>	<p>Leadership</p>	<ul style="list-style-type: none"> • Develop and maintain a positive staff culture that supports the philosophy and strategic direction of the centre and FCRM and relevant legislation and policies. • Work collaboratively with Educators to provide direct support, supervision and management (both formal and informal), including performance appraisals and skills development identification. • In conjunction with the DCS, develop, implement and maintain a Child Care strategic plan. • Promote and participate in a learning environment by developing (in collaboration with staff) staff education, training and professional development plans and encourage innovative practice in staff. • Perform recruitment, induction and training of all new staff. • Facilitate regular staff meetings and provide records, actions and outcomes of these meetings. • Work towards and review targets and objectives in strategic plan, current year Corporate Plan, Quality Improvement Plan and other plans.
	<p>Service Delivery</p>	<ul style="list-style-type: none"> • Ensure the planning and implementation of interesting and varied, age and needs appropriate activities for children under the care of FCRM Childcare Services in line with FCRM Policies and Procedures, best practice and legislative guidelines. • Oversee group and individual child development program documentation.
	<p>Communication</p>	<ul style="list-style-type: none"> • Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers. • Ensure all communications with staff, parents, stakeholders, children and visitors are in line with the organisation's strategic goals and timelines. • Respect confidentiality.
	<p>Administration</p>	<ul style="list-style-type: none"> • Ensure childcare records and file information are current and accurate and kept according to relevant legislation and guidelines. • Generate and manage weekly staff rosters. • Maintain currency of qualifications, registrations and certifications as required for the role. • Oversee administration requirements, including utilising Child Care financial and other systems / portals, compliance and reporting associated with the management of the Child Care Centre. • Develop and draw up policies and procedures, quality improvement plans, emergency management plans and other documents as required.

	Occupational Health & Safety	<p>Ensure all reasonable steps are taken to protect personal safety at work and contribute to and maintain a positive safe workplace by:</p> <ul style="list-style-type: none"> • Updating the FCRM Child Care Emergency Management Plan and emergency policies and procedures, and participating in drills; • Maintaining necessary competencies; • Personally following established work procedures (as per training); • Ensuring immediate work area and equipment is maintained and used safely (as per training); • Reporting any safety concerns and/or incidents immediately to the Executive Leadership Team (ELT); • Contributing to FCRM safety activities and assisting FCRM to continually improve overall safety performance and standards; and • Complying with any and all relevant PPE requirements.
Organisational Values	Integrity	Consistent, trustworthy and transparent in the way we do business.
	Vibrancy	Take time to reflect upon the excitement and uniqueness of the environment (both natural and manmade) in which we work.
	Environmentally Aware	Strives to protect and enhance Falls Creek’s natural environment, our greatest asset.
	Teamwork	Individual success comes from contribution to team efforts and commitment to team goals.
	Respect for People	Displays mutual understanding and respect for each other as team mates, community members and also for our guests.

Tasks and Responsibilities

For the Workplace:

- Adhere to Victorian Public Sector (VPS) values and integrity framework (incorporating the VPS code of conduct).
- Adhere to human resources policies including bullying and harassment, discrimination and victimisation policies.
- Adhere to workplace health and safety policies and pro-actively contribute to maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all FCRM Policies and Procedures, including participation in the development of policies and procedures as appropriate.
- Participate in performance reviews and assist in the development of personal training, education and development programs, including KPIs and goals.
- Attend and participate in all staff meetings and educational sessions as requested.
- Treat others with respect.
- Follow direction provided by ELT where authorised.
- High client focus.

For the Job:

- Develop and implement age and needs appropriate programs for a range of children that are meaningful and engaging and in accordance with the VEYLDF and Falls Creek Childcare and Bush Kinder philosophy.
- Implement developed programs and ensure the safe supervision of children aged between 12 weeks and 5 years of age.
- Ensure FCRM Child Care and Kinder operations are compliant with the *Education and Care Services National Law Act 2010* and the *Education & Care Services Regulations 2011*.
- Assist in the progression of the provision of Childcare Services on a year round basis.
- Ensure FCRM Child Care and Kinder environment is kept clean and in good repair to ensure the safety of all children attending the centre.
- Ensure appropriate records are maintained and kept in accordance with legislative and best practice standards including attendance, child enrolment records and medication records.
- Assist visitors with Falls Creek Resort Information in a courteous and professional manner.
- Ensure the health and welfare of children attending the Child Care Centre is considered at all times.
- Be accountable for the implementation of the childcare fee policy and the reconciliation of monies collected.
- Ensure effective and positive communication with colleagues and clients.
- Ensure effective management and recruitment of childcare staff and staffing levels, including appropriate rostering and within budgetary constraints.
- Report any significant matters arising in the course of duties to the DCS.
- Comply with FCRM practice including financial/human resource delegations and relevant legislation on Occupational Safety & Health and Equal Opportunity.
- Perform other tasks and duties as required.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of FCRM.

Name _____

Date _____

Signature _____