



**CENTRE DIRECTOR/EARLY CHILDHOOD TEACHER
Tottenham, NSW**

Tottenham Early Childhood Centre – Part time to Full time opportunity

Our beautiful small purpose-built community run not-for-profit childcare centre is currently looking for a passionate and self-motivated Centre Director/Early Childhood Teacher. Tottenham is a small rural town in Central West NSW, located just over an hour west of Dubbo.

It is a 20-place centre for children aged 6 weeks to 6 years. Our Centre operates as Long Day Care Monday/Tuesday/Friday 8am-5pm, and Preschool Wednesday/Thursday term time 8.30am-4pm. The environment is designed to inspire children's learning and development. It has a huge outdoor area, great facilities with a focus on professionalism, love of learning and providing a safe and supportive environment for all. Starting date is negotiable, with a handover period with current director prior preferred.

About the Role

You will utilise your skills, experience and knowledge to manage the day to day operations of the service, while maintaining its high standards of quality childcare. This role is hands-on with dedicated administration time and would be well suited to someone who enjoys supporting diverse families and fostering community relationships.

Responsibilities

- Take on all duties and responsibilities of the Nominated Supervisor
- Maintain effective records in line with National Regulations and EYLF
- Lead and evaluate the centre through the Assessment and Rating process
- Review and maintain policies and operating practices in line with changing legislation
- Complete appropriate forms for relevant funding bodies
- Developing and implementing educational programs
- Administrative duties including enrolments, rostering, budgeting, funding etc
- Ensure the Centre is compliant with relevant legislations and laws
- Maintain effective working relationships, facilitate and encourage teamwork with educators and support staff
- Liaise with and report to Centre Management Committee
- Ensure WH&S principles and processes are adhered to for a safe place of work

Essential Requirements

- Early Childhood Teaching qualification (as recognised by ACECQA)
- Current BOSTES/NESA teacher accreditation
- A current Working with Children Check
- Knowledge of relevant legislative policies, standards and requirements
- Excellent leadership, communication and management skills
- Not be a prohibited person

Desirable Requirements

- Experience in a Director role with proven abilities to manage a small size centre
- Experience with gaining and maintaining enrolments
- A thorough understanding of EYLF & NQF
- A good understanding and awareness of cultural needs of families
- Recognised First Aid, Anaphylaxis and Asthma certification
- **Child Protection training**
- Strong computer literacy

What we offer

An attractive remuneration package negotiable dependant on experience, a supportive Centre Management Committee and team environment with a focus on professional development and training.

Further information and details about the position are available from the Centre.

Please contact Annette Perks, Monday-Friday on 0268924230 or admin@tottenhamcecc.com.

Applications including your CV, cover letter addressing the selection criteria and 2 current industry relevant referees should be marked as 'Confidential-Recruitment' and emailed to - admin@tottenhamcecc.com. Applications close 5pm 23rd November 2018.

The Tottenham Early Childhood Centre is an equal opportunity employer. Selection is determined by merit to ensure employment of the best person for the job.