

# Mt Roskill Grammar School



## Role Description- Final

<b>Role:</b>	<b>Early Childhood Centre Manager</b>
<b>Team:</b>	<b>Early Childhood Business Unit</b>
<b>Reports to:</b>	<b>Business Manager and Centre Management Team</b>
<b>Location:</b>	<b>Frost Rd, Early Childhood Centre</b>
<b>Role Type:</b>	<b>Full Time</b>
<b>Date:</b>	<b>24 January 2012</b>

## Introduction

This document describes those features of the role that most contribute towards Mt Roskill Grammar School achieving its strategic goals. The required competencies and attributes of a person able to perform this job are described in the Ideal Person Specification.

## Context

Mount Roskill Grammar School provides, within a professional framework, a learning environment for all students to strive for excellence and to develop their personal potential, understanding of social responsibility, and respect for individual and cultural differences.

## Team Context

The Mt Roskill Grammar Early Childhood Centre is a Business Unit of the School. The Centre contributes to the School goals by providing a high quality early learning educational and caring environment, for preschool aged children on the School Campus. This is exemplary care that aims to meet the needs of both children and their families.

## Role Purpose

In this Centre the Manager is to be the day to day manager of the centre, operationally and practically with the staff. Specifically the role will be responsible for all performance and development of the teaching staff including appointments and registrations. The Manager oversees all the students and all parental communication and responds to feedback, concerns and evaluation. The Manager ensures the services are delivered to a high standard within the policy and regulatory requirements. Making sure the needs of all stakeholders are met appropriately. The Manager provides professional leadership,

leading by example and is involved hands on in all aspects of the Centre’s operation. The Centre follows a child-led learning ethos and the Manager balances and maintains parent, child and staff input into all Centres of Interest and programmes.

**Authorities**

Staff: 19- including: Supervisor over 2’s, Supervisor under 2’s, After School Care Supervisor)  
 Budget: \$820,000 Revenue

**Role Relationships**

**Internal**

Staff Principal  
 Children Business Manager  
 Licensee Property Manager  
 Centre Management Committee

**External**

Parents Local primary schools  
 Community groups RTLB’s  
 OSCAR  
 External Agencies: Child youth and Family, Ministry of Education, ERO, Work and Income

**Key Functions and Responsibilities of the Role**

<p><b>Curriculum Delivery and Programme Planning</b></p>	<p>Meet the requirements for Te Whariki New Zealand Early Childhood Curriculum and Desirable Objectives</p> <p>Work with Supervisors and other teaching staff to take a child-led approach to planning ensuring the core curriculum and child learning needs are met.</p> <p>Oversee all planning for individual children and for the whole centre.</p> <p>Ensure Centre of Interests and emergent curriculum (weekly or fortnightly) are planned and implemented appropriately.</p>
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	<p>Delegate appropriate responsibilities to staff to write up the plan based on staff feedback and input</p> <p>Oversee the implementation of plans and learning outcomes from the programmes.</p> <p>Manage the programme requirements and compliance with the Te Whariki New Zealand Early Childhood Curriculum.</p> <p>Ensure programmes meet the needs of children and their families, staff and national events of importance.</p> <p>Promote a positive feedback environment and gather evaluative information from Parents, Children and from staff meetings (both formally and informally) to make sure that the Centre of is meeting needs and wants.</p>
<p><b>Financial Responsibilities</b></p>	<p><i>Planning:</i> Plan strategies that maximise enrolled children and occupancy rates. Record strategic goals and annual plans</p> <p>Implement enrolment strategies – including managing waiting lists</p> <p>Ensure expenditure is within budgetary allowance</p> <p>Take responsibility for equipment and resource purchase for programme requirements</p> <p>Ensure wages and staffing ratios are maintained within requirements</p> <p>Identify projects and source funding to complete projects to enhance the centre</p> <p><i>Reporting:</i> Work with Business Manager to create draft budgets and provide reliable information to plan according to future resource requirements</p> <p><i>Fees:</i> Collect and manage the invoicing and banking of all fees including monitoring monthly Eftpos, direct credits and income support subsidies- both 20 ECE hours and income tested</p>
<p><b>Children</b></p>	<p>Demonstrate strategic modelling of management and teacher behaviour to staff and children.</p> <p>Oversee all enrolment procedures</p> <p>Maintain low child-to-staff ratio to provide quality service and attention to detail for children and to enable staff to be released to perform to a high standard.</p>

	<p>Liaise with and meet parents (and prospective parents) in conjunction with supervisor of the relevant area.</p> <p>Maintain daily attendance registers and sign-in forms</p> <p>Be available for open door meetings with parents regarding child needs</p> <p>Coordinate and support "Before 5" checks, Plunket visits and the Hearing and Vision Checks</p> <p>Manage and collate all the entries for individual portfolios including grammar and spell checking.</p> <p>Support Staff to create "Learning stories" and "magic moments" for portfolios to let the parents know about important events and achievements in the child's time at the centre.</p> <p>Act as contact person and liaison for parents and RTLB's for children with special needs.</p> <p>Create and maintain individual educational programmes for children with special needs including liaison with all relevant external agencies and stakeholders.</p>
<b>Reporting -Ministry of Education</b>	<p>Ensure all required records are correctly completed, filed, and up-to-date.</p> <p>Complete and submit attendance term returns (4 times/annum) RS61 and RS7 accurately for funding</p> <p>Meet early childhood regulations- daily, making sure that the programme and centre behaviour meets these at all times</p> <p>Complete Charter reviews- with management committee, and policy reviews as required</p>
<b>Centre Management committee</b>	<p>Chair and Minute term meetings or as required</p> <p>Ensure action points are met</p> <p>Write reports for Board of Trustees (monthly)</p> <p>Ensure with the management committee that Centre licences accurately reflect current centre operations</p> <p>Meet with Principal and Business Manager and report on the Centre progress, requirements and notify any relevant issues.</p>
<b>Administration</b>	<p>Respond to email and verbal requests in a timely manner</p> <p>Plan, manage and participate in all trips and excursions out of the centre- including staffing, naming for children, going on the trip, booking venue and transportation and planning</p>

	<p>health and safety requirements</p> <p>Ensure all folders and records are kept up to date</p> <p>Complete payroll requirements accurately</p> <p>Manage orders with agreed suppliers within budget</p> <p>Keep all staff qualifications and registration details on file and up to date within the centre</p>
<b>ERO</b>	<p>Participate in the 3 yearly review by ERO.</p> <p>Assist and support centre staff through the ERO process</p>
<p><b>Child youth and family- OSCAR</b></p> <p><b>Coordinator role OSCAR programme</b></p>	<p>Prepare for the 3 yearly CYF Audit</p> <p>Employ staff and oversee the programme (see Management – Staffing)</p> <p>Ensure policies are in line with Early Childhood Centre policies</p> <p>Roster staff appropriately</p> <p>Purchase all equipment</p> <p>Oversee the Supervisor’s role and duties</p> <p>Assist with collecting students from primary school when required</p> <p>Organise holiday programmes- making bookings and planning activities</p> <p>Oversee the budget and ensure expenditure is appropriate</p> <p>Support Business Manager in annual application for OSCAR funding</p>
<b>Other Duties</b>	<p>Create and display art work,</p> <p>Assist with or run mat times,</p> <p>Manage difficult behaviour and support other staff dealing with problem behaviour</p> <p>Assist with programme activities inside and outside.</p> <p>Perform other duties that may reasonably be required</p>
<b>Relationship Management– Internal</b>	<p>Work to build quality working relationships with all staff. Use a range of leadership approaches to inspire and guide individuals and teams towards achieving goals.</p> <p>Maintain transparent communication with all staff</p>

	<p>Take responsibility for overseeing the behaviour management of children</p> <p>Work with Mt Roskill Grammar School and all Early childhood programmes- advising, short term placements and coordinating visits of students with Teacher in Charge</p>
<b>Relationship Management- External</b>	<p>Build relationships with staff and external agencies to enable trust and confidence in the Centre's operations.</p> <p>Manage and oversee portfolio creation and communication with parents and staff.</p> <p>Create newsletters and other communication tools for parents.</p> <p>Update the notice board as required</p> <p>Plan, organise, manage and attend Parent Social Events for example; Guy Fawkes, Christmas party, Guest speaker evenings and the Wine and Cheese evening</p> <p>Liaise with primary school placements, including information sharing with the school and supplying references, before children leave the centre</p>
<b>Management- Staff</b>	<p>Provide human resource management for all staff- including appointments, performance management and training and development.</p> <p>Organise and support staff job sharing and rostering relationships and hours. Prepare rosters Weekly or 2 weekly in accordance with the identified work-life balance priorities for staff (and individual employment agreements).</p> <p>Be proactive to build positive relationships with Union Delegates, if applicable.</p> <p>Guide individuals and teams towards achieving outcomes while building team cohesion, competence and performance. Respond to conflict situations in a calm and timely manner, dealing with any performance issues promptly and as a good employer would.</p> <p>Carry out performance appraisals for all staff annually and informally as required.</p> <p>Promote self management and accountability.</p> <p>Induct and update knowledge about the ECE regulations and all other relevant legislative requirements. Ensure all staff can apply the regulations and requirements.</p> <p>Inform, coach and mentor the supervisors and teachers in all areas of compliance</p>

	<p>Ensure staff adhere to policies and procedures at all times</p> <p>Monitor staff rosters to ensure compliance with ratio and qualification expectations</p> <p>Organise, plan and minute monthly staff meetings. Follow up action points.</p>
<p><b>Health and Safety</b></p>	<p>Ensure Children’s health and safety is protected and promoted.</p> <p>Use and promote the use of daily and monthly updates on safety in staff meetings and the communications book.</p> <p>Ensure that the centre implements effective systems for identifying and managing hazards</p> <p>Ensure that the centre prominently displays up-to-date hazard identification</p> <p>Schedule updates to policies and procedures.</p> <p>Ensure the centres cleanliness is of a high standard and that all maintenance for the centre is identified and actioned.</p> <p>Monitor accidents and incidents to staff, children and visitors (including parents) in the centre, and ensure that these are recorded and notified promptly according to company procedures</p> <p>Liaise with the property manager on the Building WOF monthly and annual checks.</p> <p>Provide advice and support to centre staff in the event of a serious incident or accident</p> <p>Follow-up on serious incidences and accidents, including notifying contacting families where appropriate and the Department of Labour</p> <p>Undertake appropriate evacuation and hazardous event drills</p>
<p><b>Training And Development (for students and staff)</b></p>	<p>Assist staff training towards diploma or degree level – organise fee payment, appropriate practicum payments and relief staff.</p> <p>Support all training – assisting with professional knowledge</p> <p>Create, investigate and manage internal professional development- using staff meetings for important topics</p> <p>Coordinate first aid training for staff</p> <p>Oversee and manage all volunteer students and full time practicum’s</p>

	<p>Act as Associate Teacher for all registration of staff/students.</p> <p>Approve courses, organise wages and relief teachers</p>
<b>Evaluation and Review</b>	<p>Regularly reflect on Centre management and ensure that the behaviour of the centre meets the requirements of Children, Parents, the Board of Trustees and the Ministry of Education.</p>
<b>Networking and Collaborating</b>	<p>Take opportunities to work with Primary schools and other centres as needed</p> <p>Use the Early Childhood Council as a tool where needed</p>
<b>Professional Development</b>	<p>Attend Licensing courses and source other relevant development opportunities as required</p> <p>Undertake regular professional development.</p>

## Ideal Person Specification- *Manager*

### Experience/Knowledge

The ideal appointee would have experience in: passion for working with children in a hands on environment. Previous experience in administering an early childhood centre, leading and supporting teachers and building a culture of respect and excellence. The appointee shall have good interpersonal skills, be transparent and inclusive in the decision making process. Basic computer skills, e.g. MS Office, are required.

A thorough working knowledge of Te Whaariki and underpinning documentation.

### Education Attainment/Qualifications:

The standard of formal education required for this role is: Diploma in ECE or Bachelor of ECE.

### Technical Skills:

Where formal education might not be appropriate the role may require a certain level of technical capability:

## Capabilities – Manager

Core Capabilities		
Capability	Description	
✓ Shows sound judgement	Uses initiative appropriately and makes sound decisions based on an accurate assessment of all the relevant information	
✓ Is flexible and adaptable	Adopts a positive attitude and takes a problem solving approach to issues. Is open to new ideas and change.	
✓ Works collaboratively	Is proactively inclusive of others. Seeks, listens to and respects others perspectives. Shares information.	
✓ Communicates well	Written and Oral communication is clear, articulate, logical and succinct. Actively listens.	
✓ Delivers results	Gets things done and meets commitments to others without fail.	
✓ Acts with integrity	Upholds and acts in line with the Mt	

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Roskill Grammar School values.  
Operates professionally with  
transparency and honesty. Admits  
mistakes

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### **Specific Capabilities**

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✓	Shows strong analytical and critical thinking skills	Uses and evaluates information effectively, expresses ideas clearly and proactively identifies and manages risks.
✓	Planning and Organising	Works in an organised and methodical manner to deliver results.
✓	Has sound technical expertise	Applies a sound knowledge of the content, environment, methodologies and tools relevant to their area of work.
✓	Builds and maintains quality working relationships	Gets to know and engages well with others. Builds trust and influences others positively
✓	Contributes to the team	Is seen by others in the team as someone who builds good team relationships and takes responsibility for facilitating positive outcomes.
✓	Leads others effectively	Takes responsibility for leading others using initiative, organisation and communication skills, foresight, effective problem solving, engaging and influencing skills, drive and persistence
✓	Provides good service	Provides helpful, respectful, responsive and knowledgeable service.
✓	Self manages effectively	Manages their workload, behaviour and emotions appropriately. Seeks to continually develop through feedback opportunities to learn new things.
✓	Shows managerial courage	Deals with conflict situations appropriately and in a timely manner.
✓	Action Oriented	Takes responsibility for own work. Recognises opportunities and acts with a minimum of direction
✓	Drive and commitment	Shows enthusiasm, determination and resilience. Works to a high standard and achieves results.

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## **Common Responsibilities and Requirements**

### **Health and Safety**

All employees have a responsibility to work towards ensuring that the schools health and safety policy is effective. This includes practising safe work methods, proper use of safety equipment and active participation in elimination of workplace hazards

### **Te Tiriti O Waitangi**

Has an understanding, of the implications of the Treaty of Waitangi.

### **Equal Employment Opportunities**

All employees are expected to understand and have a commitment to the principles of Equal Employment Opportunities