

GMA7 Job Description

Centre Manager

Position Purpose

The Centre Manager is the Leader of their centre. As Leader the Centre Manager is responsible for providing positive guidance and ensuring a high-quality learning environment that is professional, safe and engaging.

Leadership

- Creates an environment of continuous quality improvement and evaluation
- Maintains strong collaborative relationships with Senior Leadership
- Maintains an environment committed to best practice health and safety
- Role models quality teaching strategies and quality practice
- Implements policy and procedure into practice
- Follows an up to date annual plan
- Maintains a high level of confidentiality

Education

- Ensures service curriculum is aligned to Te Whāriki
- Identifies and books professional learning development for staff
- Oversees centre learning environments & resources
- Role models best practice teaching strategies
- Ensures parents are engaged in child learning and development

People

- Ensures teachers are practicing to the Teaching Council standards
- Creates a unified team of committed professionals
- Appraises, performance manages and recruits' staff
- Builds team culture and collaborates on decision making
- Is firm and fair with expectations
- Runs effective team meetings
- Develops a culture where people are valued

Finance

- Responsible for their centre budget
- Responsible for their equity funding spend
- Responsible for rosters meeting 80% qualified staffing ratio

Competencies

- Excellent verbal and on-verbal communication
- Excellent knowledge of licensing criteria (Health & Safety / Curriculum)
- Excellent people management skills
- Highly organized and disciplined
- Skilled in coaching, mentoring and guiding best practice

Reporting

Reports to the Practice Manager and Director of Education