**Duty Statement**
*Duty Statements are dynamic documents that will be revised as necessary.*

**POSITION:**  *Director of Tranby Childcare Centre*

**Qualifications/Experience:**
Relevant qualifications in accordance with Community Services (Child Care) Regulations (1988). Experience in administration and staff management. Previous experience as a Director preferred.

**Responsible to:**  *The Principal.*

**AIMS:**

1. To ensure a quality long term day care and out of school care service is provided for all children enrolled at the centre.

2. To work in partnership with families in providing quality care for children.

3. To manage the Occupational Safety and Health System in the workplace and ensure the Centre’s duty of care to children and their families is strictly maintained.

4. To coordinate and lead the work environment in an effective way.

5. To be responsible to the Principal of Tranby College for the daily management of all aspects of the childcare service in accordance with Service Philosophy and Policies, Government Regulations and Quality Assurance Principles.

**Key Responsibility Areas:**

1. **Care For Children**
   
a) To provide continuity of care for each child, by ensuring staffing policies meet Child Care Regulations and Quality Assurance Guidelines.

b) To support staff to provide a quality Child Care Program which meets the needs and interests of all children in the service, and adheres to Centre Philosophy, Policies and Licensing Principles.

c) To develop positive and supportive relationships with children.

d) To be an advocate for children’s rights, needs and interests and support staff to establish an environment that promotes these rights, needs and interests.
2. **Partnership with Families**
   a) To work effectively with families in caring for children through open communication, respect for diversity and sensitivity to parent’s concerns, rights and responsibilities.
   b) To promote and support family involvement in the service by actively seeking their input and acting on their suggestions and feedback.

3. **Health, Safety and Protective Care**
   a) To promote the safety, well being and welfare of children attending the service.
   b) To Co-ordinate the Centre’s response to illness, accidents and emergencies in accordance with Centre policy and Government regulations.
   c) To ensure a safe workplace through effective polices and procedures and the establishment of relevant induction and training for staff.
   d) To ensure Food and Drink offered by the Centre covers all requirements of Service Policy, Government Regulations, Health and Hygiene Legislation and Quality Assurance Principles.

4. **Leadership**
   a) To provide effective leadership across the organisation and within the wider community.
   b) To maintain an effective work environment
   c) To continually reflect and improve upon professional practice.
   d) To support and mentor staff development and appraisals.
   e) To support and coordinate the student placement program in accordance with Centre Policy.

5. **Operational Management**
   a) Maintain day to day accounts and handle all administrative matters.
   b) Formulate and evaluate annual budgets in conjunction with the Finance and Business Managers.
   c) Provide monthly reports to the Principal and Business Manager.
   d) To support management by maintaining effective Human Resource practices in accordance with Government Regulatory requirements and service policies and procedures.
   e) To operate the Centre within Centre Policies and Procedures, and ensure compliance with all relevant Laws and Regulations.
   f) Actively promote the service in a positive manner to the community.
Selection Criteria

**Essential**

- Relevant qualifications in accordance with Community Services (Child Care Regulation (1988)).
- Relevant Tertiary Qualifications in the fields of child development, administration and staff management.
- Proven experience in Financial Management and General Administration.
- Knowledge of the Administrative Accountability requirements in the Human Services Field.
- Knowledge and abilities to implement Service Policies, Government Regulations and Quality Assurance Principles.
- Senior 1st Aid Certificate.
- Proven effective communication and interpersonal skills.
- Proven skills in the Management & Professional development of a team.
- Knowledge and understanding of children’s Programs 0-6 years.
- Working With Children Check and National Police Clearance.
- Medical Certificate.
- Knowledge of Kindy Manager Software.

**Desirable**

- Knowledge and skills in the development of a Community Profile.
- Knowledge of current issues in the Children’s Services.
- Knowledge of working within a cross-cultural environment.
- Experience in working with a Management Committee.
- Ability to assist in the development/implementation and evaluation of policies and procedures.
- Knowledge of Occupational Safety & Health.
- Knowledge of children’s nutritional requirements.