

2IC Assistant Childcare Centre Manager, Position Description

Responsible for maintaining the tasks set out in this document by supporting the Centre Manager, undertaking office administrative duties with competence and professionalism. Sharing the responsibility of the running of the Centre, ensuring the Compliance and Admin is maintained up to date with service policies and procedures, Work Safe, National Regulations and Standards whilst maintaining and providing positive relationships and inclusive practices with families, children, staff and students.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Buttercups Childcare & Early Learning Centre	
POSITION	2IC Assistant Childcare Centre Manager,
SUPERVISOR	Centre Manager/ Nominated Supervisor In the absence of the Centre Manager/ Nominated Supervisor: Area Manager/ Operations Manager/Approved Provider
DIRECT REPORTS	In the absence of Centre Manager/ Nominated Supervisor: Educational Leader, Educators, Staff

QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA), <i>or</i>: • Diploma of Early Childhood Education and Care (or equivalent) • Current <i>Provide an Emergency First Aid response in an Education and Care Setting</i> qualification • Current ACECQA approved Anaphylaxis and emergency asthma management training • Valid Working with Children Check • Accredited Child Protection Training • Current W.A. Police Check less than 6 months old
ESSENTIAL EXPERIENCE	<ul style="list-style-type: none"> • Minimum 3 years' experience in a leadership role in an Early Childhood Service or Minimum 5 years' experience working in an Early Childhood Service • Previous experience in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional development and training, team leadership and management of staff. • Understanding and working knowledge of WHS legislation • Demonstrated knowledge of service's requirements of the Child Care Subsidy (CCS) system and ability to perform software application for compliance • Be willing to accept the role of Responsible Person or Nominated Supervisor under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations • Demonstrated knowledge of the Early Years Learning Framework and/or My Time Our Place Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018)

<p>UP TO DATE KNOWLEDGE AND COMPLIANCE OF THE FOLLOWING LAW-REGULATIONS-ACTS</p>	<ul style="list-style-type: none"> • Service Policies and Procedures • Education and Care Services National Law (2010) • Education and Care Services National Regulation (2011) • National Quality Standard (NQS) • Early Years Learning Framework (EYLF)/My Time Our Place (MTOPI) • ECA Code of Ethics • Work Health and Safety Act 2009 • Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014) • Fair Work Act • Family Assistance Law • Child Protection legislation W.A • Other relevant state and federal legislation and regulations as required
<p>POSITION OBJECTIVES</p>	<ul style="list-style-type: none"> • Assist the Centre Manager/ Nominated Supervisor to provide leadership and management to educators/ staff regarding all aspects of the operation of the service in line with relevant regulations and procedures • Liaise closely with and provide periodical reports to the Centre Manager/ Nominated Supervisor regarding matters relating to the smooth operation of the service • Perform the role of Centre Manager/ Responsible Person in the absence of the Centre Manager/ Nominated Supervisor • Build and maintain positive relationships with children, families, educators, staff and management to deliver best outcomes for families and children • Provide support to the Director/ Nominated Supervisor with regards to areas including enrolments, finance, Family Assistance Law compliance and CCS. • To assist with education and care roles in the rooms if requested • Contribute to the Quality Improvement Plan for the Service • To work flexible hours to assist with the opening and closing of the Service • To work with the Centre Manager, in effectively managing and maintaining the Services assets, environment and interactions with children, families and staff.

ROLE DIMENSIONS- KEY PERFORMANCE AREA

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

1.1	Program	The educational program enhances each child's learning and development.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

Educational Program & Practice Key Tasks:

- ensure Buttercups Childcare & Early Learning Centres facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths and abilities that inspire independent learners
- in collaboration with the Centre Manager/ Nominated Supervisor monitor and mentor the Education Leader at each service to facilitate the successful planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Early Years Learning Framework (EYLF) or My Time Our Place (MTOPL)
- assist the Centre Manager/ Nominated Supervisor to provide support to the Educational Leader to ensure the early childhood program meets the goals of the approved learning framework (EYLF or MTOPL) to help children develop:
 - o a strong sense of their identity
 - o connections with their world
 - o strong sense of wellbeing
 - o confidence and involvement in their learning; and
 - o effective communication skills
- implement inclusive practice and lead an environment which honours diversity
- be proactive in ensuring currency in best early childhood practice
- initiate and facilitate with the development, implementation and review of a service philosophy, and;
- assist in the development, implementation and update of the Quality Improvement Plan for the Service in collaboration with the Director/ Nominated Supervisor and Educational Leader.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

Children's Health and Safety Key Tasks:

- promote child wellbeing and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisations
- maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children
- ensure compliance as a mandated reporter in accordance with the Service Child Protection policy and procedures
- assist the Centre Manager/ Nominated Supervisor to comply with child protection in the workplace
- recognise and report misconduct, illegal or inappropriate behaviour to the Area Manager/ Operations Manager/ Approved Provider
- inform the Centre Manager/ Nominated Supervisor and/or the Area Manager/ Operations Manager/Approved Provider of all allegations or convictions of a child protection nature against an employee, of which you become aware
- ensure policies and procedures are adhered to ensure the children are safe and adequately supervised at all times
- ensure compliance as a mandated reporter in accordance with the Service Child Protection policy and procedures
- in the absence of the Centre Manager/ Nominated Supervisor ensure the recruitment process includes the compliance with the Working with Children Check guidelines
- in the absence of the Centre Manager/Nominated Supervisor provide support and guidance to educators and staff to ensure children are protected from harm and hazard and are not subjected to corporal punishment or unreasonable discipline at any time in line with policies and procedures
- assist the Centre Manager/Nominated Supervisor to ensure educators and staff follow policies and procedures to ensure visitors to the Service are supervised at all times and ensure children only leave the Service with a parent or authorised nominee or in an emergency evacuation situation, risk assessed excursion or regular outing in accordance with National Regulations
- maintain and demonstrate an extensive knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children and educators, staff and visitors
- provide support to the Centre Manager/ Nominated Supervisor to provide information regarding correct manual handling techniques and procedures to educators and staff and

ensure policies and procedures are followed and assist by identifying manual handling hazards and risks within the service

- assist the Centre Manager/ Nominator Supervisor(s) to ensure all educators and staff are aware of and respond positively and consistently to children’s additional needs including adjustments and requirements; diet and allergies; developmental needs etc.
- in conjunction with the Centre Manager/ Nominated Supervisor lead, guide and mentor educators and staff to a high standard of hygiene in compliance with procedures and policies
- in the absence of the Centre Manager/Nominated Supervisor lead, guide and mentor educators and staff to ensure adequate health and hygiene practice regarding safe food handling procedures are implemented at the service and ensure the preparation and storage of food adhere to relevant food safety standards
- assist the Centre Manager/ Nominated Supervisor to supervise and support educators and staff to ensure the administration of first aid or medication in compliance with relevant policies and procedures
- in the absence of the Centre Manager/Nominated Supervisor provide support and supervision to educators and staff to ensure accurate and detailed records of injury/illness/accident/trauma of individual children are recorded and families are notified within 24 hours of any injury/ accident/ accident or trauma
- in the absence of the Centre Manager/Nominated Supervisor ensure reporting of serious incidents to the regulatory authority within 24 hours in accordance with Education and Care Services National Regulations.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

Physical Environment Key Tasks:

- assist the Centre Manager/ Nominated Supervisor(s) to lead, guide and support educators and staff to create a safe, supportive, stimulating and educational environment for all children
- in the absence of the Centre Manager/Nominated Supervisor respond, document and develop a plan of action for any situation that may constitute a hazard to health and safety to

children, families, educators, staff or visitors that has been reported by Lead Educators or educators. If required, report to the Area Manager/Operations Manager/Approved Provider

- in the absence of the Centre Manager/ Nominated Supervisor resource the Services with appropriate equipment and ensure the team maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained at the Service
- in the absence of the Centre Manager/ Nominated Supervisor facilitate timely repairs and maintenance
- assist the Centre Manager/ Nominated Supervisor(s) to ensure the physical environment complies with the licensing requirements of the National Regulations, the Building Code of Australia (BCA) and Australian Safety Standards for all equipment and resources
- support the Director/ Nominated Supervisor to ensure effective processes are in place to meet WHS requirements
- report any situation that may constitute a hazard to health and safety to children, families, educators, staff or visitors to the Director/ Nominated Supervisor
- ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service.
- in collaboration with the Centre Manager/ Nominated Supervisor ensure the Service strives towards environmental sustainability in all areas through sustainability action plans; and
- assist the Centre Manager/ Nominated Supervisor with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

Staffing Arrangements Key Tasks:

- assist in the induction process of new educators and staff within the Service in line with the *Probation and Induction Orientation Policy* and procedures
- provide support to the Centre Manager/ Nominated Supervisor to ensure educators and staff have a working knowledge of the National Quality Framework and meet these guidelines in their work practices

- in collaboration with the Centre Manager/ Nominated Supervisor help others to understand their obligations to comply with legislation, rules, policies and procedures relating to the operation of the Service
- demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and ensure educators and staff act within these guidelines
- support the Centre Manager/ Nominator Supervisor to ensure educator and staff qualifications and ratios meet the needs of the Service in accordance with the National Quality Framework (NQF)
- demonstrate strong leadership skills in education and management to effectively manage a large team
- contribute positively and effectively to the team environment within the organisation to ensure smooth operation of the service
- assist the Centre Manager/ Nominated Supervisor to ensure the daily organisation of staff meet minimum qualifications and educator to child ratios at all times
- promote a healthy team environment and develop positive channels of communication and assist the Centre Manager/ Nominated Supervisor to foster a cohesive team environment where educators/ staff feel supported and valued
- participate in ongoing professional development and training programs and support staff to undertake further professional development in conjunction with the Educational Leader
- assist the Centre Manager/ Nominated Supervisor to provide feedback to educators and staff regarding their conduct and work practices whilst creating a supportive workplace environment
- in the absence of the Centre Manager/ Nominated Supervisor implement the Service Performance Management procedures as required, to develop a continuous process of planning, mentoring and reviewing performance for educators and staff
- provide assistance to the Centre Manager/ Nominated Supervisor to Implement the Service *Grievance Policy* and procedures
- encourage educators and staff to follow the *Grievance Policy* in relation to complaints or incidents
- ensure any grievances raised by educators, staff or families are reported to the Centre Manager/ Nominated Supervisor
- keep up to date with current trends and issues in Early Childhood Education and Care and share information with the Centre Manager/ Nominated Supervisor and educators/ staff to support research-based practices within the service

- assist the Centre Manager/ Nominated Supervisor to conduct regular staff appraisals and support development of plans which will extend educators and staff abilities and practices; and
- in the absence of the Centre Manager/ Nominated Supervisor ensure staff meetings, family meetings and management meetings are planned and held as required and be willing to attend, if required.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

Relationships with Children Key Tasks:

- view and respect children as competent and capable
- promote positive, comforting and nurturing relationships with children
- provide assistance to support to the Centre Manager/ Nominated Supervisor to ensure that educators and staff provide a supportive educational environment for all children and families
- act as a positive role model, demonstrating appropriate behaviour and language; and
- communicate with children in an open, honest manner and ensure that the child's perspective is regarded as unique and special
- ensure children are respected and their rights are being met (United Nations Convention on the Rights of the Child -CRC)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

Collaborative Partnerships with Families and Communities Key Tasks:

- promote clear communication between the management team and educators, staff and families
- build effective networks and maintain community links with early childhood practitioners within the local areas and other relevant community organisations and government agencies
- in collaboration with the Centre Manager/ Nominated Supervisor lead and support educators and staff to create a safe, supportive and informative environment for families
- be courteous and helpful to the families in the service, and ensure all educators and staff are implementing these practices
- in conjunction with the Centre Manager/ Nominated Supervisor encourage educators and staff to look for opportunities within each Service where a family may become involved e.g., multi-cultural events, craft activities, fund-raising and parent committees
- support the Centre Manager/ Nominated Supervisor to manage information which assists families to access resources within the local and wider community
- be an advocate for high quality support services for children in our community
- assist the Centre Manager/ Nominated Supervisor to manage events and experiences with children which promote awareness of our community and reflect child centred learning
- support the Centre Manager/ Nominated Supervisor to ensure students on placement are positively welcomed, supported and effectively supervised
- positively promote and oversee evaluation strategies (e.g., satisfaction survey) to determine parents communication views to use for future planning; and
- provide assistance to the Centre Manager/ Nominated Supervisor to promote, support and guide educators/ staff to encourage families to participate in service decision-making and experiences.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.

7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
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Leadership and Service Management Key Tasks:

- comply with, maintain and review compliance of all service policies and procedures in accordance with the Education and Care Services National Law and National Regulations
- maintain a sound and current understanding of the National Quality Framework (NQF) and Family Assistance Law
- in collaboration with the Centre Manager/ Nominated Supervisor maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
- may be required to complete daily administrative tasks relating to financial areas including:
 - o timely payment and records of account payables
 - o receipt of parent payments
 - o sending invoice and statement information to families
 - o reconciliation of payments and transactions
 - o documentation of financial reports and records as requested
- may be required to complete daily administrative tasks relating to CCS funding requirements including
 - submission of CWAs and attendances
 - ensuring compliance of CCS requirements as per the Child Care Provider Handbook
 - reconciliation of CCS payments
 - keeping of records as per CCS requirements
- Complete daily administrative tasks to assist in the smooth running of the service
 - responding to emails
 - answering phones and providing assistance where necessary
 - assist with documentation and record keeping as per National Quality Standards
 - assist with recruitment, induction and orientation documentation as required
 - filing all correspondence of the Service
 - set up and maintain a comprehensive filing system including archival and storage inventories if required

- record minutes of meetings
 - ability to prepare, distribute correspondence, reports memos, newsletters and notices.
 - quality improvement progress (QIP) and educators feedback reports and updates
- in the absence of the Centre Manager/ Nominated Supervisor ensure Buttercups Childcare & Early Learning Centre complies with the requirements of the Childcare Management System (CCMS), approval as a Service which can receive Child Care Subsidy (CCS) on behalf of clients, Inclusion Support Subsidies, State Government funding and any other government funding received
 - strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure the Service's *statement of philosophy* is reflected in daily practice
 - in the absence of the Centre Manager/ Nominated Supervisor submit regular reports and documents to the Area Manager/ Operations Manager/Approved Provider on the operation of the Services; and attend meetings as directed,
 - in the absence of the Centre Manager/ Nominated Supervisor receive and review regular reports and documents from Lead Educators regarding the operation of each room
 - in the absence of the Centre Manager/ Nominated Supervisor provide information to Area Manager/ Operations Manager/Approved Provider for the preparation of annual budgets, and reviews
 - in collaboration with the Centre Manager/ Nominated Supervisor ensure that the Area Manager/ Operations Manager/Approved Provider is informed of current issues within the Service
 - report directly to the Centre Manager/ Nominated Supervisor or Area Manager/ Operations Manager/Approved Provider of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the Service
 - positively promote and market the service including to governments and other agencies, and facilitate staff involvement in promotional activities
 - work collaboratively with the Centre Manager/ Nominated Supervisor to ensure effective enrolment procedures and bookings
 - understand processes to access additional funding and/or subsidies
 - in collaboration with the Centre Manager/ Nominated Supervisor monitor Service financial performance and make necessary adjustments to ensure compliance with financial plans
 - closely monitor utilisation rates and ensure vacancies are addressed immediately

- develop procedures relating to administrative functions of the Service
- maintain confidentiality of sensitive information in relation to staff, families, children and the Service in line with the *Privacy and Confidentiality Policy* and procedures
- assist the Centre Manager/ Nominated Supervisory to provide leadership to ensure educators and staff comply with the *Privacy and Confidentiality Policy* and procedures; and
- any other duties within the scope of the role of Assistant Director, under the direction of the Centre Manager/ Area Manager/ Operations Manager/Approved Provider. This job description may be reviewed in the future.

<p>I have received, reviewed and understand the responsibilities as the 2IC Assistant Childcare Centre Manager,.</p> <p>I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.</p>			
Employee Name		Date	
Employee Signature			

Supervisor Name		Date	
Supervisor Signature			

Policy Review	Modification	Next Review Due
August 2021	Combined Assistant Childcare Centre Manager and Compliance Admin Support into one policy	August 2022

