

Part Time Permanent Position: Kindergarten Service Manager

The Range Community Kindergarten

Applications close: 14th October 2023

Come and join our long-established community Kindergarten in Mapleton! Great team, great community and a great place to work!

About the Role:

- Casual/Permanent part time role
- 5 hours a week commencing in January.
- Great professional development opportunities
- Opportunity to join a community based Kindergarten, with one group of 27 children
 - Group A: Monday, Tuesday, alternate Wednesday

A position is available for a qualified and experienced business manager to join the team at **The Range Community Kindergarten**.

As the Service Manager you will be a part of a welcoming community, which values and supports the kindergarten. You will be responsible for managing the operations of the kindergarten service in accordance with standards and policies including all aspects of upholding the kindergartens regulatory requirements.

About The Range Community Kindergarten

The Range Community Kindergarten is an integral component of the local and wider communities surrounding Mapleton. We pride ourselves on the strong partnerships we have formed with families in the area and work to incorporate these relationships into all facets of the service.

An Affiliate Member of **Lady Gowrie** provides high quality educational experiences through the implementation of the Early Years Learning Framework (EYLF) and the Queensland Kindergarten Learning Guidelines (QKLG). Children are supported to express themselves freely as they learn, grow and develop at their own pace through play and hands on experiences, within a safe environment.

About you

For this position, we are looking for a self-starter who is passionate about early childhood education. While previous experience managing a Kindergarten or Child Care Centre is desirable, we are keen to hear from professionals who no longer wish to work in a contact role or have had early childhood experience in some capacity (eg: admin, educator). You must demonstrate a hands-on approach to managing the operational aspects of the service, whilst

being approachable, demonstrating leadership qualities and having the ability to connect with the local community, families, children and colleagues.

Start date: January 2024

Ideal applicants will have:

- Early childhood experience/knowledge is preferable.
- Demonstrated leadership ability including staff performance appraisal and management.
- Ability to ensure all regulatory and compliance requirements are proactively met
- A current Blue Card or exemption, or be willing to obtain prior to appointment.
- Excellent organizational skills
- Self starter who is highly motivated

For further information please contact Brooklyn Coyle, President, on behalf of the committee via email at committee@rangekindy.qld.edu.au

Please apply via committee@rangekindy.qld.edu.au with your current resume and a cover Letter outlining how you meet the key selection criteria on no more than 2 A4 pages.