

CENTRE MANAGER



Reports to: Area Manager

Key relationships: Centre staff, tamariki & whanau

Authority Levels: As agreed with your AM

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.

WHAT YOU'LL DO



- Be our shining star, leading your centre as the best ECE provider for the community.
- Model best teaching practices to your team between times allocated for planning and managing your centre's budget and performance.
- Be an advocate for tamariki at all times
- Create, inspire and support compliant, engaging and welcoming environments for your team, tamariki, families/whānau, and community.
- Provide exceptional and responsive communication to teachers, families/ whānau, where learning is communicated, & family feedback is actioned in a timely manner.
- Provide quality education and care relevant to each tamariki and their families/whānau.
- Drive and support all day-to-day operations, programme delivery and administration practices of the centre with outstanding energy and flair.
- Inspire delivery of BestStart philosophy, vision and values in every interaction.
- Instil and adhere to best centre practices that meet BestStart, MOE and ERO expectations.
- Understand all relevant legislation particularly as it relates to child protection
- Be a high impact leader, develop your team to provide and maintain outstanding service.
- Represent and promote BestStart as a great place to be!
- Be curious, show courage, determination and resilience
- Ensure culturally responsive practices using Te Tiriti o Waitangi as a foundation
- Demonstrate the Code and Standards of the Teaching Profession
- Grow your leadership and practice through a commitment to ongoing learning



HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace



SKILLS, KNOWLEDGE & EXPERIENCE YOU'LL NEED

- B Ed/Dip Teaching Level 7 (ECE or Primary) and current teacher registration/certification.
- Demonstrate knowledge of the current ECE Regulations, Te Whāriki and hold compliance in a high regard.
- Passionate about coaching and mentoring your team to grow and develop in their roles.
- Work alongside your Area Manager or Professional Practice Leader to meet MOE and ERO requirements.
- An expert communicator, with strong financial and operational management experience and astute business acumen reflected in planning and decisions making.
- Understand and maintain high quality assurance, compliance and facility management standards.
- Being an aspiring, compassionate and adaptive role model.
- Be known as an expert in your role – learn new processes and understand how to implement them quickly and easily.
- A drive to get things done accurately and never afraid to fail fast, try again and find a new way to do things.