

## **Centre Manager – Donvale Montessori Early Education Centre**

### **Your New Montessori Environment**

The Montessori Early Education Centre (MEEC) has been in operation since 1975. With approximately 160 children, we offer an Early Starter program for 2 year old's, Cycle 1 of learning for children aged 2 to 6 and a sessional program for children aged 3 to 5. We are affiliated with Mitcham Primary School, where our students can continue their Montessori education journey by completing cycle 2 and Cycle 3 at that school. All staff are dedicated to providing a quality Montessori education in a stimulating, caring environment where children will grow to be true individuals.

### **Your New Role**

Working closely with the Committee of Management, as Centre Manager, you will be responsible for leadership elements of both the staff and pre-school community. This appointment will commence in Term 4 2020, by negotiation with the successful applicant. You will have strong management, HR and leadership skills.

### **Key Roles and Responsibilities**

- You will ensure and facilitate the smooth operations of all aspects of the Centre by doing the following, including:
  - Providing supervision, leadership, mentoring and support to all Centre staff
  - Being responsible for the recruitment, training and performance management of all Centre staff
  - Managing all elements of Centre enrolments
  - Marketing the centre to attract new enrolments
  - Developing and maintaining positive relationships and regular communications with parents and prospective parents
  - Understanding and implementing all legislative and regulatory framework applicable to the Centre
  - Providing teaching support to Centre staff when required
  - Providing feedback and reports to the Committee of Management

As the successful applicant, you will have the following capabilities, experience and qualifications:

### **Key Selection Criteria**

- Have a passion for the Montessori method of teaching
- Have at least 5 years experience in a leadership role
- Superior interpersonal and communication skills
- Be highly organised and able to multi task

- Have a high level of understanding of the EYLF, NQS, Rating and Assessment process
- First Aid, CPR, Anaphylaxis, Asthma Management and Child Protection training (or be willing to undertake)
- Holds a current Working with Children Check and Police Clearance Certificate (or be willing to obtain them)

**Desirable:**

- Experience teaching in a Montessori environment
- A Montessori Diploma qualification (this education can be provided to the right candidate)
- Have a valid drivers license

**What you'll receive in return**

You will have the opportunity to further your career at the premier provider of quality Montessori early education in Melbourne. You will be able to share your passion, positivity and leadership in a small school setting, where you will be involved in all aspects of the organisation.

**Next steps**

Please submit your CV and a covering letter addressing the Key Selection Criteria to [committeemeec@gmail.com](mailto:committeemeec@gmail.com) and a representative of the Committee will contact you to discuss the position, package and criteria in further detail.

**The application form will include these questions:**

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as a centre manager?
- How many years of people management experience do you have?
- How many years' experience do you have as an early childhood teacher?