

Little Stones Early Learning Centre is family owned and operated and as locals ourselves, we are proud and excited to bring a premium early learning Centre to Romsey April/May this year. At Little Stones Early Learning Centre we strive to find the right people to join our dedicated and passionate team. Our service will operate Monday to Friday 6:30am to 6:30pm and the ideal candidate will work a 7.5-hour shift on a rotating roster.

## Job Title: Centre Director

### The benefits of working at Little Stones Early Learning Centre

- Great working conditions
- Well-resourced service
- Uniforms provided
- Well-equipped staff room
- Generous programming time
- Staff discount for children attending the service
- Owners with an education and care background



### The ideal candidate will have the following:

- Degree in Early Childhood education and care or
- Diploma of Early Childhood Education and Care (or equivalent)
- Current Emergency First Aid in an Education and Care Setting qualification
- Current ACECQA approved Anaphylaxis and Emergency Asthma Management Training
- Valid Working with Children Check
- Accredited Child Protection Training
- Food Handlers / Safety Certificate (or be willing to complete)
- Minimum 3 years' experience in a Centre Director position in an Early Childhood Education and Care Service or Minimum 5 years' experience in a leadership position

### We require the following experience:

- Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, commitment to professional development and training, team leadership and management of staff
- Understanding and working knowledge of WHS legislation
- Experience using all aspects of XPLOR (ideal but not essential)
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018)
- Previous experience in successfully managing a budget for an early education and care service
- Experience writing and reviewing Policies and Procedures
- Knowledge and application of the ECA Code of Ethics

### Job responsibilities include but are not limited to:

- Provide leadership and management to educators and staff regarding all aspects of the operation of the service in line with relevant regulations, policies and procedures
- Liaise closely with and provide periodical reports to the Approved Provider regarding matters relating to the operation of the service
- Support educators and staff with professional training and mentoring to effectively manage the service, whilst providing feedback regarding performance on a regular basis
- Maintaining a rotating roster for all staff members
- Maintaining the day-to-day management of the service and adapting to the daily challenges that may occur
- Support educators and staff with professional training and mentoring to effectively manage the service, whilst providing feedback regarding performance on a regular basis
- Parent accounts/statements

If you think you're the right fit we would love to hear from you!  
Simply email your resume to [admin@littlestoneselc.com.au](mailto:admin@littlestoneselc.com.au)

# LITTLE STONES

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