

Status:	Early Learning Centre (ELC) Assistant Director Hours: 30 hours per week over 44 weeks per annum - 0.67 FTE Opportunity to work additional hours (Cert 3 or Diploma qualified)
Commencement date:	Term 3, 2025
Area of appointment:	Early Learning Centre
Remuneration	HILLS Enterprise Agreement 2024 - Salaries General Staff Grade 4 Year 1-3 (depending on experience) \$63,185 - \$66,500 (FTE \$86,162 = \$90,682)
Position Reporting to:	ELC Director
Pre-requisites: (Please provide a copy with your application)	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:- <ul style="list-style-type: none"> • Diploma in Early Childhood Education and Care (ECEC) is favourable. Willingness to work towards Certificate III in ECEC will be considered with strong evidence of administrative skills • Current Working with Children Check • Current Responding to Risks of Harm, Abuse & Neglect Certificate (RRHAN-EC) • Current First Aid Certificate (HLTAID012) • Current Driver's Licence

Introduction

Hills Christian Community School occupies 19 acres in the picturesque Adelaide Hills, providing students with an immersive natural environment that stimulates creativity and curiosity. The school's unique outdoor setting extends the learning environment beyond the classroom, inviting children to learn, grow, and play in nature. The positioning statement, *Planted in Christ, Growing with Nature, Nurtured to Thrive*, underpins all that is done at HILLS.

All staff members of The Hills Christian Community School Inc. uphold and demonstrate personal qualities and behaviors consistent with the School's Statement of Aims and Objectives and Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living
- A love of children, teaching, and learning
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work cooperatively and harmoniously as part of a team
- Being supportive and encouraging to children, colleagues and parents
- Having positive relationships and open communication with the whole school community
- A positive outlook on life that enhances relationships
- A commitment to personal and professional growth

Role Purpose

HILLS is seeking a dedicated ELC Assistant Director to support the daily operations of our Early Learning Centre. This role ensures high-quality early childhood education by overseeing administration, compliance, financial management, and staff coordination, aligning with HILLS' mission and values.

The Assistant Director maintains a welcoming, professional environment, ensures regulatory adherence, and supports the ELC Director in delivering excellence. Leadership, organisational skills, and a commitment to a safe, nurturing, and enriching space for children, families, and staff are essential.

If you are passionate about early childhood education, possess strong administrative skills, and thrive in a collaborative setting, we invite you to apply.

Key Results Area

Support to the ELC Director:

- Assist the ELC Director in operational management, including staff rostering, enrolments, compliance, and general administration.
- Act as a liaison between the ELC Director and school administrative staff to ensure smooth day-to-day operations.
- Serve as the primary point of contact for visitors and inquiries, ensuring a welcoming and professional environment.

Regulatory Compliance and Quality Assurance:

- Ensure the ELC meets all regulatory requirements, such as Work Health and Safety (WHS), Child Care Management System (CCMS), and Strategic Inclusion Plan.
- Maintain up-to-date policies and procedures, and manage audits and inspections to ensure the Centre remains compliant with all relevant standards.
- Ensure all staff are informed of and comply with Centre policies, and support training as needed.

Regulatory Alignment:

- Ensure compliance with ACECQA regulations, including adherence to the National Quality Framework (NQF) and National Law, and the Education Standard Board (ESB).
- Maintain compliance with staff-to-child ratios, qualifications, and other regulatory requirements as set by ACECQA.

Financial Management:

- Manage daily activities concerning budgeting, expenses, and purchasing of supplies to ensure efficient and effective use of resources.
- Collaborate with the ELC Director and School Accounts Department to manage financial processes, including payment processing and financial reporting.

Enrolment and Transitions:

- Manage enrolment processes, including scheduling for family interviews and transition processes.
- Work with the ELC Director and School Registrar to ensure all enrolment documentation is accurate, up-to-date, and compliant.

Health and Safety:

- Ensure the health and safety of children and staff by managing and monitoring safety policies and procedures.
- Manage administration of medication and support the care of sick children, ensuring all health practices are compliant with regulations.

Key Selection Criteria

- A personal Christian faith that is actively reflected in daily interactions and decision-making.
- Demonstrated experience in administration and operational management within a school, childcare, or ELC, such as staff rostering, enrolments, financial processes, and compliance with policies and procedures.
- Sound knowledge of regulatory compliance, including ACECQA regulations, the National Quality Framework (NQF), National Law, and WHS, ensuring adherence to staff-to-child ratios, qualifications, and safety requirements.
- Ability to manage enrolment and transition processes, ensuring smooth onboarding for families and maintaining accurate, up-to-date, and compliant documentation.
- Health and safety management, including implementing safety policies, administering medication, and ensuring the well-being of children and staff through risk management and compliance practices.
- Strong interpersonal and communication skills with the ability to build positive relationships with students, families, and staff in a dynamic working environment.
- Proficiency in Microsoft Office, publication, and administrative software (e.g. Child Care Management Systems, CANVA) to enhance operational efficiency.