

**Service Manager**

<b>Location:</b>	AEIOU Sippy Downs	<b>Essential Qualification(s):</b>	Minimum an approved ACECQA diploma or equivalent in early childhood qualification
<b>Tenure and Status:</b>	Permanent Full-time	<b>Essential licence(s):</b>	Blue card Senior First Aid Certificate, including Resuscitation, Anaphylaxis and Asthma Queensland Driver's licence
<b>Classification:</b>	EBA	<b>Probationary Period:</b>	6 months
<b>Position resources:</b>	2 x Uniform Shirts 1 x Business Shirt	<b>Annual Leave:</b>	5 weeks
<b>Delegation of duties:</b>	Head of Service Delivery	<b>Authorities in your absence:</b>	Head of Service Delivery

**AEIOU Foundation**

AEIOU Foundation's mainstream childcare centre in Sippy Downs support children from six week to six years of age.

Sippy Downs Early Learning Childcare is equipped to provide exceptional and affordable childcare in a safe, caring, fun and educational environment. Our curriculum meets the Early Years Learning Framework and all children are supported to learn new skills and get a head-start before going to school.

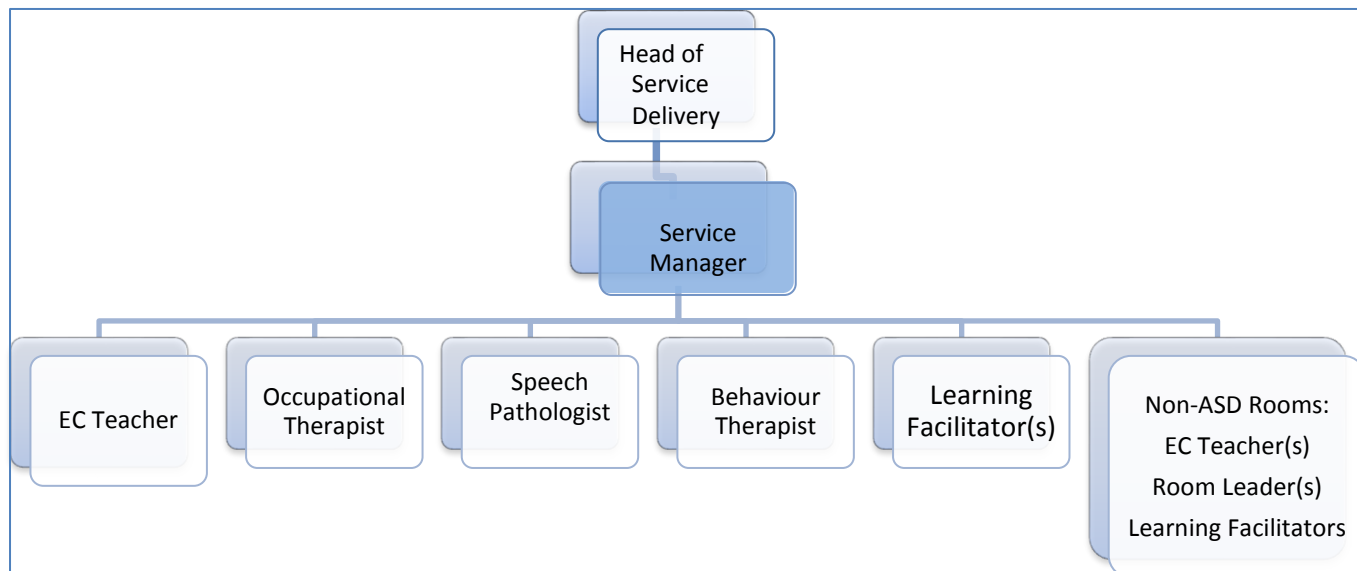
Our experienced team is comprised of professional early childcare facilitators and teachers and the structure of the centre also means our staff have access to training and support from allied health professionals such as behaviour therapists, speech pathologists and occupational therapists.

**Our Mission**  
 To enhance the lives of children with autism and their families through early intervention learning along with practical and caring support.

**Our Vision**  
 For AEIOU to be recognised as the leading provider of quality early intervention learning for children with autism and to ensure that every child is provided with the maximum opportunity to reach their potential

**Our Values**  
 Support  
 Teamwork  
 Excellence  
 Passion

## Reporting Relationships



Other key relationships include the wider AEIOU team, children, parents, families and carers.

### Position Purpose

This position is responsible for managing the daily running of the centre and staff management. The service manager is responsible for ensuring that AEIOU meets its objectives to provide the very best learning environment for children and to support parents and families. The service manager is responsible for ensuring the service complies with all relevant legislation.

### Responsibilities

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| <ul style="list-style-type: none"> <li>• To provide clear leadership and communication with centre staff to maximise outcomes for children</li> <li>• To attend relevant meetings</li> <li>• To manage enrolments and orientate new families to the centre</li> <li>• To ensure that regular feedback is provided to parents on their child's progress</li> <li>• To ensure that adequate staffing levels are maintained and to be responsible for a systematic and fair approach to staff requirements</li> <li>• To manage the centre budgets</li> <li>• Oversee the overall hygiene, safety and maintenance of the centre</li> <li>• To be part of the team to develop programs for parents/families on child development</li> <li>• To ensure that all new staff have a thorough induction program</li> <li>• To ensure that all administration relating to the centre is managed in a prompt and efficient manner</li> <li>• To ensure all staff, volunteers, students comply with organisational responsibilities</li> </ul> | <ul style="list-style-type: none"> <li>• To ensure compliance with relevant legislations, National Quality Framework and Human Services Quality Framework and lead the audit process</li> <li>• To ensure the centre is clean and in an acceptable condition at all times</li> <li>• To work with parents to build a relationship where they may volunteer for auxiliary responsibilities, eg. Resource making, fundraising coordinating, Parent Forum chairperson, parent liaison representative.</li> <li>• To manage volunteers and students</li> <li>• To welcome and induct visitors</li> <li>• Assist with research programs</li> <li>• To be a part of the review committee for policies, procedures and OH&amp;S manuals</li> <li>• Provide a consultancy service to transition settings (both government and non-government early childhood settings)</li> <li>• To attend centre based out of hours activities as required – eg. fund-raising events, parent meetings and parent forums</li> <li>• To assume the responsibilities associated with being the Nominated Supervisor**.</li> </ul> |
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**\*\*Nominated Supervisor** – A Nominated Supervisor is a person who holds a Certified Supervisor certificate and who has agreed to oversee the day-to-day operations of the service at all times that education and care are being provided. Please [click here](#) to view nominated supervisor responsibilities.

## Organisational Responsibilities

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| <ul style="list-style-type: none"><li>• To comply with all AEIOU policies and procedures at all times</li><li>• A commitment to meeting and exceeding customer expectations</li><li>• To adopt and embrace the organisation's values</li><li>• To recognise and acknowledge the constraints that affect AEIOU and assist in making necessary changes</li><li>• To ensure the environment is kept in a safe and hygienic state at all times</li></ul> | <ul style="list-style-type: none"><li>• To promote AEIOU to the local and wider communities</li><li>• A commitment to work as an effective team member</li><li>• To assist team members in understanding and responding to challenges, change and conflict</li><li>• To ensure that all communication is completed in a professional and polite manner</li><li>• To follow and practice correct fire and emergency evacuation procedures</li></ul> |
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## Key Selection Criteria

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| <ul style="list-style-type: none"><li>• Experience in early childhood settings</li><li>• Minimum qualification is an approved ACECQA diploma in early childhood or equivalent</li><li>• Familiarity and understanding of the EYLF and Queensland Kindergarten Curriculum Guidelines</li><li>• Excellent computer skills (Microsoft Office software)</li><li>• High level of written and communication skills</li></ul> | <ul style="list-style-type: none"><li>• Demonstrated ability to develop, plan and implement a high quality, educational and child centred program, meeting the needs of individual children and the group</li><li>• Ability to mentor and support others in the provision of appropriate educational and care programs</li><li>• Demonstrated leadership ability with small groups and larger teams</li><li>• Ability to relate to individuals of various ages, and social and cultural backgrounds</li><li>• A commitment to continuing professional and personal development</li></ul> |
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