

**Job Title:** General Manager

**Position Type:** Permanent Full Time

**Based at:** Kindergartens South Office, 190 Forth Street, Invercargill

**Reports To:** Board of Governors, Kindergartens South

## **Kindergartens South:**

The aim of the Southland Free Kindergarten Association is to promote and provide Early Childhood Education and to establish and operate Early Childhood Education Services. There are 23 Kindergartens throughout Southland communities - Invercargill, Gore, Te Anau, Riverton, Winton, Longbush, Drummond and Bluff.

## **Purpose of the Role:**

The purpose of the General Manager role is:

- To ensure all kindergartens operate effectively, efficiently to meet all statutory requirements, resulting in the best possible Early Childhood Education provisions within Southland communities.
- To provide strategic and operational leadership to Kindergartens South.

Principal foci of the role are:

1. *Organisational Leadership:* ensure all statutory requirements, policies and regulations are met and that sound and effective practice appropriate to the context of each kindergarten is delivered. Organisational viability is sustained
2. *Staff Management and Professional Support:* Implement sound and effective Human Resource practices that emphasise support and encouragement for a collaborative culture focussed on quality education experiences
3. *Strategic Leadership:* Identification of strategic issues and practical opportunities to develop and sustain Kindergartens South as a leader in Early Childhood Education
4. *Finances:* Manage the development and administration of Kindergartens South's financial systems and reporting
5. *Marketing:* Marketing and promotion of the organisation
6. *Maintenance of Property, Plant and Equipment (including ICT Infrastructure):* Ensure that buildings, equipment, vehicles and associated infrastructure is maintained to required standards.

## **Responsibilities:**

The General Manager will ensure the smooth and efficient running of Kindergartens South. The General Manager's responsibilities are as follows:

### *Organisational Leadership*

- Provide strategic direction and guidance to the Board of Governors
- Ensure alignment of operational activities to management team and organisational planning and objectives
- Oversight of all kindergarten programmes and services, to ensure quality curriculum design and implementation
- Ensure that the Board of Governors is updated on any complaints and/or issues that may impact on the reputation or operational viability of Kindergartens South
- Implement monitoring and reporting systems to ensure that all kindergartens have up to date licences, policies and procedures in place
- Monitor GOSH incident/accident reports from Kindergartens and take action if required.

### *Staff management and professional support*

- Oversee all aspects of staff management, including recruitment, relieving staff, employment agreements and specification of tasks and duties
- Delegate operational activities to relevant staff
- Co-ordinate professional support for staff and Board of Governors
- Ensure the appraisal of teaching and administration staff is completed in a timely and effective manner and follow-up is completed where required
- Ensure that complaints are addressed in a way that is fair to all involved and aligned to the responsibilities of Kindergartens South as an employer.

### *Strategic Leadership*

- Identify, develop and implement long-term strategic goals for Kindergartens South
- Provide strategic advice, reports and updates to the Board of Governors, including rationale for proposed strategic direction
- Liaison with relevant professional organisations
- Identify potential projects that may develop and enhance the services and operation of Kindergartens South
- Encourage all staff to be innovative, creative and think strategically.

### *Finances*

- Lead the development of annual budgets and associated financial planning and reporting
- Develop budgets for potential projects
- Maintain knowledge of funding sources, including Ministry of Education funding rules
- Work with Executive Officer to refine and set annual budget
- Monitor all budgets to ensure that staff work within delegated level of financial authority
- Report any variance in spending outside of 10% of budget
- Check each Kindergartens roll to project financial viability and report to board as appropriate.

### *Marketing*

- Identify potential projects that might develop and enhance the services and operation of Kindergartens South
- Ensure background information is obtained for robust scoping of project rationale, scale and benefits – including human capability requirements
- Develop and implement annual communications and marketing plan for Kindergartens South
- Co-ordinate regular media use for marketing, including print, electronic (Facebook and website) and vehicle signage
- Apply for grants on behalf of Kindergartens South as required and assist Kindergartens to complete funding applications.

### *Maintenance of Property, Plant and Equipment (including ICT Infrastructure)*

- Review Kindergartens South insurance policies annually (or when new items are obtained) to ensure that cover and sum insured is up to date
- Oversee the maintenance of Kindergartens facilities by engaging approved contractors on the basis of clear costing and contractual agreements
- Administer service contracts for Kindergartens South operations
- Monitor costs of maintenance, photocopying, electricity, lawn mowing and gardening and follow up with concerned kindergarten should overspending occur
- Follow up building related hazards or maintenance needs, ensuring incident reporting related to this is up to date and any remedial actions required is taken
- Ensure all vehicles have current warrant of fitness and registration and are serviced regularly
- Review Information and Computing Technology (ICT) use within Kindergartens and identify opportunities to develop ICT use
- Manage ITC system and technology requirements, including replacement of hardware and software.

The General Manager may need to complete tasks other than those listed above, as delegated by the Board of Governors.

### **Functional relationships:**

Functional relationships refer to the key people and organisations that the General Manager will work with. This role requires sound leadership of Kindergarten staff in undertaking assigned activities while also being the 'voice' of Kindergartens South as a leader in Early Childhood Education.

External relationships must also be maintained with:

- Government agencies (in particular Ministry of Education)
- Executive Officer
- Maintenance and service contractors
- Community funders
- Community groups and partnering organisations

- Parents and family/whanau
- New Zealand Kindergartens
- NZEI

**Person Specification:**

The General Manager plays a vital role within Kindergartens South. Success in this role requires a sound understanding of educational leadership. The General Manager needs to have:

- Demonstrated ability to operate at a strategic planning level and translate such thinking into practical operational service delivery
- Experience working in an educational environment
- Proven ability to manage work-flow
- Relevant tertiary qualifications
- Willingness to maintain sector knowledge and identify own educational and personal development needs
- A high level of interpersonal skills i.e. empathy, good listener, inspire others, social and emotional competence
- High level literacy and experience in producing presentations and written reports (including both qualitative and quantitative data analysis)
- Capacity to build and maintain effective working relationships with both internal staff and external organisations
- Willingness to address challenges in a positive and proactive manner
- Ability to think ‘outside the square’, be creative and innovative.

**Health and Safety**

Kindergartens South is committed to taking all practical steps to provide a healthy and safe working environment.

All employees have a responsibility to work toward ensuring that our Health & Safety Management Plan is effective, which includes practising safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.

**Performance Review**

Appraisal will be undertaken annually. Performance development will be agreed with the Board of Governors and form the basis for identifying future professional development. The job description will be reviewed at the same time.

**Financial Authority Limit**

As defined in annual budget and agreed with Board of Governors.

**Signed**

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_