



# Position available

## ELC Operations and Quality Support

Moriah College invites outstanding individuals to apply for the following position: **ELC Operations and Quality Support**. This is a Full-time position supporting the operations of our three Early Learning Centres.

An exciting opportunity has become available for an engaging, personable, and organised individual to support the efficient and strategic operations of our Early Learning Centres. This includes reviewing and improving current, as well as creating new, systems and processes to enhance the operations of our ELCs. The position reports to the Head of the ELC's and College Vice Principal and is responsible for regular and preventative maintenance, facility upgrades, centre compliance, security, sustainable practices, budgeting and procurement, implementation of the NQF, ICT and other Operational projects and requirements. The ELC Operations Manager will be supported by an ELC administration assistant.

### Key Duties & Responsibilities:

- To support the Head of the ELC's and Campus Co-ordinators in all operational matters.
- Pro-actively support the maintenance, cleaning, set-ups, and asset management of each ELC (liaising closely with the maintenance department).
- Assist with implementation of information technology systems and operations (liaising closely with the IT department).
- Training of the staff on new ICT systems.
- Support centre teams in maintenance of all policy and process documentation in line with best practice and in preparation for accreditation (assessment and rating of centres).
- Assist with marketing and promotional material for ELCs when and as required (working closely with the Marcoms team).
- Assist with regulatory requirements according to the NQF as per legislation and compliance.
- Ensure compliance and risk assessments are completed as/when required
- Assist with any policy updates, handbooks, promotional material, funding applications, new form templates, electronic surveys etc as and when required.
- Bookings, calendar and events co-ordination.

### Experience Required:

- Working knowledge of the National Quality Framework and compliance with Early Childhood Regulations and Legislations.
- Knowledge, understanding and commitment to Best Practice across all areas of Early Learning.
- Experience in project management and organisational roles, with an ability to accomplish multiple tasks by prioritizing the order of importance and the ability to work efficiently, independently and with minimum supervision.
- Budget management and accountability.
- Sound knowledge of Microsoft Office suite (including Powerpoint, Excel)
- Word processing programs, and email at a highly proficient level

All appointments will be based on merit selection without reference to the religion of applicants. An empathy with the Modern Orthodox Jewish Day School ethos is essential.

Any offer of employment will be subject to background checks and child protection screening.

**A valid Working with Children Check and proof of full vaccination is essential.**

**Application process:**

To apply for this position, you will need to be an Australian Citizen/Resident/have a current Australian Work Visa.

In your application, please include a cover letter, your CV and two referees and forward to [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

If you have any questions, please email [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

*Moriah College provides a dynamic working environment where staff are valued and students are committed to learning. Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results.*