



Kinma Manager - Role Description

Kinma School

Kinma is a dynamic independent progressive school situated in a beautiful bushland setting in Sydney offering a unique child-centred education for preschool and primary school aged children. Kinma Limited is the legal structure and is governed by a Board consisting of current and former parents of the school or interested community members. For over fifty years Kinma's key values of trust, acceptance, cooperation, integrity and relationship have underpinned its approach to learning, management and supporting the whole Kinma community.

Kinma offers an innovative learning program incorporating a curriculum designed to encourage each child to discover full academic, physical and social potential, allowing children to become flexible thinkers, independent and self-directed learners.

Central to Kinma's approach are our Core and Guiding principles, our unique learning program, time for creative play, assessment rather than standardized, one dimensional testing and building healthy strong relationships. This philosophy is seen throughout our school community and in our play group and out of school hours care offerings. Kinma's Core principles are outlined in detail [on our website](#).

The Manager upholds these principles to create and sustain the positive conditions in which meaningful learning can flourish.

The Manager

You will work with integrity, courage and compassion leading Kinma's teaching and administrative team to sustain and develop the school's rich environment for learning. You will also play a vital role in developing and enhancing the school community.

You will take management responsibility for the school and complete duties in collaboration with, and as delegated by, the School Board. All staff will report directly to you, working hand-in-hand with the Education Leader for them to provide educational leadership.

To be successful in this role you will be a natural relationship builder, adept at collaborating with others and able to lead in a proactive and productive manner. You will demonstrate the capability to keep children at the centre of decision making whilst leading a unique, dynamic and engaged school community.

Overall, you will bring your passion, commitment, empathy, and creativity into a values-driven environment where learning is seen as a lifetime journey.

Role Responsibilities

Management of the School

Organisational Leadership

- Responsible for day-today running of the school in compliance with all levels of government regulatory requirements as delegated by the Board, in an efficient and fiscally responsible way, and in-line with Kinma's philosophy
- Fulfil the role of Company Secretary
- Accountable to the Kinma Board for overall leadership, management and legislative and regulatory framework
- Guide, and implement the strategic plan set out by the Board, and support the strategic planning process
- Support the Board in their development and understanding of educational practice; suggest and implement Board development opportunities

Compliance, Policies and Risk

- Uphold and update all policies and procedures in consultation with staff, parents and the Board
- Responsible for Child Protection processes as required under law
- Oversight of Risk Management and consolidating/improving systems and ensuring compliance and government reporting are being carried out accurately and in a timely manner
- Oversight and implementation of all key legislation related to preschool and primary school

Financials, Facilities & Documentation

- Guide and implement strategies to ensure efficient expenditure management and adherence to budgets
- Delegations of expenditure and decision-making as per annual approved delegations from the Board with appropriate record keeping, including implementing the fee-relief program with the Treasurer and Chair
- Prepare or contribute to written material such as minutes of meetings, budgets, grant applications, capital expenditure proposals, policy documents, reports, forms, newsletters, correspondence to parents and the school community
- Ensure overall financial compliance of the organisation, working with the Auditor, Accountants, Treasurer and the Board

Uphold and Showcase Kinma's Values

- Lead the school with a culture of inclusion, collaboration, respect and integrity to uphold the Kinma principles
- Oversee marketing strategies in line with the requirements for the School's Strategic Plan to maintain student numbers
- Network with other Business Managers, principals, the AIS (the Association of Independent Schools of NSW) education leader, teaching staff and the community to ensure Kinma's services are appropriate and up to date

Management of Staff

- Undertake the day to day management of school staff, identifying workforce capability requirements, and role modelling Kinma's values
- Implement appropriate staff feedback, review and career planning and skills growth frameworks and supporting documentation for effective staff management and retention
- Uphold the positive, collaborative workplace culture in order to maintain and champion an inclusive and safe working and learning environment
- Coordinate approval of pays, leave applications, rosters, and arrange relief for staff
- Organise, undertake and coordinate the recruitment, induction and training of staff, supported by the wider team as appropriate.

Managing the School Community

- Overseeing the wellbeing of the students, staff and community to create a positive learning culture
- Ensure that reflective practice and respect is placed at the core of interactions with staff, students and parents with clear communication, expectations and boundaries in place
- Lead a culture of inclusion that fosters a genuine acceptance and respect for the richness and diversity of the school community
- Liaise with parents regularly, manage feedback from parents and teachers and provide conflict resolution where needed be self-aware and collaborative, respectfully engage, seek, review and act on constructive feedback from students, staff, families and the wider Kinma community
- Champion progressive educational practices for the educational growth of the Kinma community

Review Process

This role is directly accountable to the Kinma Board. The Chair and one other Board Member will undertake a performance and salary review on an annual basis, to be completed by the end of Term 3 of each year.

Listed Key Legislation

- Children and Young Persons (Care and Protection) Act 1998 (CYP Act)
- Education Amendment (School Attendance) Act 2009 (Attendance Act)
- Education Act 1990
- Child Protection (Working with Children) Act 2012 (CPWC Act).
- Disability Discrimination Act (1992)
- Children (Education and Care Services) National Law, –the corresponding Regulations (which include some special provisions for services in NSW)
- National Quality Standard (NQS)
- National learning frameworks including the Early Years Learning Framework for preschools and LDCs.