



Wake up! Montessori Early Education Centre

Erf 3063, Akureyri Street, Otjomuise, Windhoek

Tel. 081 453 5880 Email: wakeupdaycare@iway.na

JOB ANNOUNCEMENT: CENTRE MANAGER

The Centre Manager is responsible for the day-to-day operations of the centre, financial administration, upkeep of facilities, public relations, recruitment of learners and promoting the exploitation of the centre's facilities in order to raise funds. She/he provides leadership and management of staff, leading by example and working with the local community to ensure that the mission of the centre is fulfilled.

Summary of Duties

On a daily basis, the Centre Manager oversees the operations of the centre, ensuring a safe, attractive and friendly environment for the learners and teachers, working closely together with the principal.

The Centre Manager is responsible for financial administration: recording and banking of school and rental fees, recovering outstanding fees, petty cash and payroll administration and providing financial reports. She/he administers the school office, keeping a register of learners, parents and assets and maintains stock control of equipment and supplies.

The Centre Manager supports the ongoing goals of the centre by increasing the school's visibility through marketing and outreach using the broader reach of social and multimedia, actively recruiting learners and facilitating fundraising events and activities.

Skills and Experience

- Prior bookkeeping experience and demonstrated office organisation and financial controls.
- Prior experience maintaining a facility (e.g. school, lodge, office building)
- Demonstrated knowledge of MS-Excel and MS-Word
- Demonstrated strong communication skills: verbal and written in English required; Afrikaans preferred.
- Planning and organisation of own work; self-supervising.
- Leadership skills: monitoring and support of staff performance and development.
- Dependability, integrity, high-energy and endurance. An affinity with (Montessori) teaching / preschool education will be an asset.

Qualifications: National Diploma in Marketing / Business Administration / Commerce plus industry experience. An (Honours) Degree will be an added advantage. This concerns a full-time position for an initial period of 6 months for a remuneration of N\$10,000 a month.

If you are interested in this position, you can mail us a **CV and Cover letter with your motivation** addressed to The Principal. Deadline for applications is 28 March 2022.