



## Job Vacancy: Preschool Nominated Supervisor

Boongaia Preschool is seeking a qualified and experienced Nominated Supervisor to lead the operational and compliance responsibilities of our preschool, while supporting a warm, nurturing environment for children and staff.

### Closing Date: Sunday 31 August

Salary: Attractive salary in-line with Industry Standards.

Working Hours: Full Time

Reports to: Principal

Leadership Role: Yes, responsible for regulatory compliance and service management

### Position Overview

As the Nominated Supervisor of Boongaia Preschool, you will play a vital leadership role in ensuring the smooth and compliant operation of the preschool. This position combines strong organisational and regulatory responsibilities with a deep care for the wellbeing of children, families, and staff. You will oversee the day-to-day management of the preschool, ensuring alignment with the National Quality Framework, while fostering a safe, orderly, and nurturing environment. Working closely with the Educational Leader, you will help bring together pedagogy and compliance, supporting a team of educators dedicated to Steiner-inspired, play-based learning. Your leadership will ensure that our preschool continues to thrive as a trusted and valued part of the wider school and community.

### About Us

The Boongaia Preschool is a longstanding pillar of the Armidale education community. Founded 40 years ago in response to parents' desire for Steiner Education, the preschool grew to become the foundation of The Armidale Waldorf School (Classes K-12). Together, we are proud to offer Steiner Education to families from Playgroup through to Class 12.

Boongaia Preschool and The Armidale Waldorf School are currently experiencing a period of growth, creating new opportunities for permanent full-time staff within the preschool. We are seeking experienced and dedicated Early Childhood educators who will warmly guide children and their families through these foundational years.

Our approach to education is holistic and dynamic, recognising the intellectual, creative, and spiritual development of each child. The preschool fosters a nurturing and inclusive community, where students, educators, staff, and parents are valued as unique individuals.

### Responsibilities and Selection Criteria:

#### Compliance & Management

- Act as the Nominated Supervisor under the National Law
- Ensure adherence to the National Quality Framework, regulations, and policies
- Manage day-to-day operations, including safety checks, staffing, and reporting obligations
- Oversee and contribute to the service's QIP, incident reporting, and documentation compliance

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- Support and supervise staff in alignment with policies and procedures

#### **Administration**

- Manage rosters, staff leave, attendance records, and general documentation
- Maintain and update enrolment data, risk assessments, and preschool registers
- Ensure the physical environment remains safe, orderly, and compliant

#### **Team & Relationships**

- Collaborate closely with the Educational Leader to align compliance with pedagogy
- Promote professional, warm, and supportive relationships with staff and families
- Coordinate with external services where appropriate

#### **Qualifications**

- Diploma in Early Childhood Education and Care
- Demonstrated knowledge of the Education and Care Services National Law and Regulations
- Strong administrative and leadership skills
- Experience in Steiner or similar play-based education desirable

## **How to Apply**

Applicants should email a CV and short cover letter to **Preschool Director**, [preschool@waldorf.nsw.edu.au](mailto:preschool@waldorf.nsw.edu.au).

#### **Applications close 31 August.**

The Armidale Waldorf School is an equal opportunity employer and encourages applications from people of all backgrounds.