

Job Description – Area Manager

Reporting to	General Manager
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Role Purpose	<p>As a Computer Gym Area Manager, you will:</p> <ul style="list-style-type: none">– Co-ordinate the provision of lessons to assist child care centres and pre-schools with their Learning Technology programmes– Ensure the satisfaction of staff and customers (centres, parents and children)– Carry out marketing tasks to maximise awareness of our services and maximise enrolments.– Assist in the development of new business through sales and marketing initiatives.
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Responsibilities	<p>Within your allocated area, your major responsibilities are to:</p> <ul style="list-style-type: none">– Assist teachers in fulfilling their roles and ensure that their performance is in line with their job descriptions and Computer Gym expectations.– Assist teachers in the provision of curriculum as determined by the Teaching Manager. Ensure teachers have sufficient information and equipment to complete their role.– Monitor the welfare of teachers and act as necessary to ensure a positive working environment.– Assist the Teaching Manager in appointing and training teachers as necessary.– Plan and allocate centres to teachers, taking into consideration the needs of the centres, teacher requirements and performance targets.– Assist the centre/pre-school teachers with aspects of the Learning Technology programme, including the support of Technology Corners.– Liaise with and provide feedback to parents and child care centre staff.– Monitor the early childhood environment and provide feedback about changes, trends and likely areas of impact on Computer Gym.– Assist the Marketing Manager in planning for sales to new centres and follow up on leads generated by sales staff or word of mouth.– Assist in marketing initiatives and work with centres to inform parents about the benefits of Computer Gym and how to enrol.– Accurately complete administrative tasks and ensure that teachers do the same.– Act as a Relief Teacher to cover short-term Teacher absence.
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Capabilities	<p>You will undertake your role as outlined in the Computer Gym Teaching Manual, demonstrating:</p> <ul style="list-style-type: none">– Excellent personal and communication skills– Ability to deal with and look after the education needs of pre-school children– The provision of quality customer service and the ability to recognise and address poor customer service situations, either proactively or reactively.– Time and personal management skills, including the ability to maximise the effectiveness of your time.– The ability to manage and resolve problems as they occur, including an acceptance of problems as a normal part of the role.– The ability to work independently and as part of a team– The ability to coordinate the performance of a team of teachers– An understanding of the child care / preschool operational environment– Computer skills, including use of a Word Processor.
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Requirements	<p>A current, satisfactory police records check must be provided before employment and maintained throughout your employment.</p> <p>You are required to use your own car and maintain it to a reliable condition. You will need a valid driver's license throughout the period of your employment. Loss of license will prevent you from fulfilling this agreement.</p>
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Job Description – Marketing Manager

Reporting to	General Manager
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Role Purpose	<p>As a Computer Gym Marketing Manager, you will:</p> <ul style="list-style-type: none">– Co-ordinate the sales staff– Plan, supervise the implementation of, and review marketing tasks to maximise awareness of our services and maximise enrolments.– Co-ordinate the development of new business through sales initiatives.
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Responsibilities	<p>Your major responsibilities are to:</p> <ul style="list-style-type: none">– Appoint salespeople as necessary and co-ordinate their training.– Assist salespeople in fulfilling their roles and ensure that their performance is in line with their job descriptions and Computer Gym expectations.– Ensure salespeople have sufficient information and resources to complete their role.– Monitor the welfare of salespeople and act as necessary to ensure a positive working environment.– Plan and allocate work to salespeople, in consultation with Area Managers, taking into consideration performance targets and allocated budgets.– Plan and evaluate marketing initiatives to increase enrolments and customer service levels.– Work with Area Managers and teachers to implement any marketing initiatives as planned.– Monitor the early childhood environment and provide feedback about changes, trends and likely areas of impact on Computer Gym.– Accurately complete administrative tasks and ensure that salespeople do the same.
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Capabilities	<p>You will undertake your role as outlined in the Computer Gym Sales Manual, demonstrating:</p> <ul style="list-style-type: none">– Excellent personal and communication skills– An understanding of sales processes– The ability to maximise a return on marketing funds and other allocated resources– Time and personal management skills, including the ability to self-manage and maximise the effectiveness of your time– The ability to work independently and as part of a team– The ability to coordinate the performance of a team of people– An understanding of the child care / preschool operational environment– Some computer knowledge is an advantage.
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Requirements	<p>A current, satisfactory police records check must be provided before employment and maintained throughout your employment.</p> <p>You are required to use your own car and maintain it to a reliable condition. You will need a valid driver's license throughout the period of your employment. Loss of license will prevent you from fulfilling this agreement.</p>
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Job Description – Teaching Manager

Reporting to	General Manager
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Role Purpose	As a Computer Gym Teaching Manager, you will: <ul style="list-style-type: none">– Co-ordinate the provision of teaching resources to Teachers– Ensure the teaching standards of Computer Gym are met and maintained
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Responsibilities	Your major responsibilities are to: <ul style="list-style-type: none">– Develop and maintain curriculum and teaching resources to assist teachers in fulfilling their roles.– Monitor teachers to ensure that their performance is in line with their job descriptions and Computer Gym quality expectations.– Provide feedback to Area Managers on teacher performance– Maintain a training plan and training materials for the training of teachers and ensure implementation of the training plan.– Assist Area Managers by arranging training to meet identified needs.– Monitor the welfare of teachers and act as necessary to ensure a positive working environment.– Arrange for the appointment and training of teachers to meet the needs of Area Managers.– Monitor the early childhood environment and provide feedback about changes, trends and likely areas of impact on Computer Gym.– Act as a Relief Teacher to cover short-term Teacher absence.
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Capabilities	You will undertake your role as outlined in the Computer Gym Teaching Manual, demonstrating: <ul style="list-style-type: none">– Excellent personal and communication skills– Ability to deal with and look after the education needs of pre-school children– The provision of quality customer service and the ability to recognise and address poor customer service situations, either proactively or reactively.– Time and personal management skills, including the ability to maximise the effectiveness of your time.– The ability to manage and resolve problems as they occur, including an acceptance of problems as a normal part of the role.– The ability to work independently and as part of a team– An understanding of the child care / preschool operational environment– Computer skills, including use of a Word Processor.
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Requirements	<p>A current, satisfactory police records check must be provided before employment and maintained throughout your employment.</p> <p>You are required to use your own car and maintain it to a reliable condition. You will need a valid driver's license throughout the period of your employment. Loss of license will prevent you from fulfilling this agreement.</p>
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