

CAREERS IN MAPLE LEAF EARLY YEARS CENTRE

We are constantly searching for qualified individuals to join our team when we have vacancies. We look for creative, fun-loving and energetic people who love working with children and want to advance their career in the education/childcare field.

EARLY YEARS COORDINATOR

- ✓ University Degree or higher, preferably in child-related courses
- ✓ At least 3 years' experience working in administrative and management capacity in a school, daycare or early years centre
- ✓ Experience working with children a MUST
- ✓ Excellent management, organizational and leadership skills, with attention to detail
- ✓ Superior communication skills, to be able to interface with staff, parents, visitors and children
- ✓ Computer software capabilities – Microsoft Office, including Word, Outlook, Access and Publisher; Adobe Suite, and any other related software
- ✓ A positive and sensitive attitude towards children
- ✓ A current police record check

If you qualify for any of the positions, please send your CV/resume and an application letter, indicating the position you are applying for, to careers@mapleleafkids.com

While we appreciate all who indicate interest, only relevant applicants will be considered and contacted. Thank you for your interest in Maple Leaf Early Years Centre.