



**DAY CARE CENTER ADMINISTRATOR**

Gitothua (Children & Community) Centre is looking for a Centre administrator to manage the day to day operations of the Centre and supervising the care givers. The employee is expected to respect all work and safety instructions while ensuring the children's safety, proper nutrition and general development.

**Reporting to:** the Human Resource Manager and in his/her absence, to the person appointed to act in their authority

**Major duties and responsibilities**

She /He will be responsible of;

1. Procurement of consumables and monitoring the usage.
2. Record keeping i.e. care givers attendance, children's' attendance and stock records etc.
3. Implementation of the daily work plan for the care givers and the subsequent follow up.
4. Managing daily attendance of the care givers, preparing leave and off schedules.
5. Preparing incidents reports on ill-health and accidents occurring at the Centre.
6. Communicating to the parents in instances where their children are unwell or when there is an issue that requires the parents' attention.
7. Preparing and implementing a robust programme/schedule for the children's developmental activities while at the Centre.
8. Maintaining high standard of cleanliness/hygiene by preparing cleaning schedules and ensuring their implementation and follow up.
9. Ensuring that the equipment at the Centre are well maintained, reporting breakdowns and following up for scheduled maintenance.
10. Taking meter readings for the clients buying water, keeping records and submitting them to the finance for invoicing.
11. Ensuring safety of the playing grounds for the children and putting into good use the arable land to make it productive.
12. Identify projects that can be run from the day care Centre to support the day to day running for continuous improvement.

**Job specification and other information related to the job**

1. Qualification: Diploma Early Child hood Development Education.
2. K.C.S.E Certificate
3. 3 years' experience working with children.
4. Empathic
5. Ability to work with children (tested)

If you meet the above conditions, please send your CV and a cover letter to [hradmin@redlandsroses.co.ke](mailto:hradmin@redlandsroses.co.ke) by 16<sup>th</sup> August 2024.

**RED LANDS ROSES PLC is an equal opportunity employer**