

Cognita operates more than 100 schools around the world and has recently acquired the Four Forest group with schools in Zug and Luzern. As part of this expansion in Switzerland, we are looking for a

Kita Leitung/ Childcare Center Manager 100%

Start date: 12.08.2024

Job location: 8304 Wallisellen

Job Description: We are global community that embraces diversity and celebrates our core values: kindness, respect, and resilience. At ISZN, we believe in creating a nurturing and safe environment where children can grow, learn, and play. We provide the highest quality of early childhood education and are currently seeking an experienced and compassionate **Kita Leitung/Childcare Center Manager**. This role is essentially to lead, oversee and support with the implantation of activities within and outside the classroom to ensure the children are safe, happy and a positive nurturing environment.

Key Accountabilities

- Ensuring the provision of high-quality early years education and care.
- Leading and managing the team to achieve excellence in childcare and education.
- Upholding and enhancing safeguarding and welfare standards for all children.
- Leadership and administrative tasks (to include but not limited to scheduling, staffing, duties, reporting)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct
- Communicate effectively with families about their children's progress and the center's policies.
- Promote the welfare of the children, ensuring a safe, secure, and stimulating environment.
- To engage in safeguarding training when required

Qualifications & Experience

- A degree in Early Childhood Education, Child Development, or a related field is required.
- Several years of experience in early childhood education, with proven leadership or management experience within a daycare setting.
- Comprehensive understanding of the statutory legislation and guidelines surrounding early years education and safeguarding.
- Exceptional leadership, interpersonal, and communication skills.
- Fluency in German and English, both written and spoken.

How to apply: Interested candidates should submit their complete application, including CV and cover letter, to hr@iszn.ch. Please specify the position you are applying for in the email subject.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.