



SDN Management Services

The SDN Management Services team have the experience and knowledge to back up our quality services. Each centre is assigned an Early Childhood Advisor who works directly with staff and assists with transitional and ongoing management issues.

SDN Early Childhood Advisors have extensive management and educational experience, and are the main point of call for:

- Professional support and mentoring for educative teams
- Management of centre/family relationships
- Regulatory agencies
- Management of emergency issues
- Handling of staff grievances
- Staff training and development

Financial Services

SDN's financial services team will help you take care of the back office jobs. Financial services include:

- Billing of child care fees using Qikkids
- Collection of fees by direct debit
- Processing of payments
- Payments to suppliers/creditors weekly by EFT and fortnightly by cheque
- Lodgments of CCB claims
- BAS lodgments to ATO
- Maintenance of Fixed Asset Register
- Maintenance of Fundraising Account
- Preparation of yearly budgets
- Preparation of financial, management and statistical reports monthly and as required
- Reconciliation of accounts

HR Services

All SDN centres benefit from our centralised Human Resource services including advertising and support for staff recruitment. Other HR services include:
Recruitment & selection support for new and replacement positions including all administration and background checks

- Corporate Induction for all new joiners
- Casual and temporary relief staff from the SDN pool or trusted recruitment agencies
- Payroll services including secure online access to personal pay and leave details, management reporting, pay query resolution
- People and performance management advice, support, coaching and education
- HR policy development, advice and education
- Workplace relations advice, support and education including interpretation of relevant legislation and industrial instruments
- Strategic projects including change management, organisational development
- Maintenance of all employee records

Property Management

SDN's Property Management services provide expert support and advice on creating and maintaining quality children's spaces. Services include:

- Ensuring safe and structural integrity of all our buildings
- Compliance with
- Building Codes of Australia
- Australian Standards
- Occupational Health and Safety
- Environmental Guidelines
- Children's Services Regulations (2004)
- Project management & quality control
- Coordinating effective maintenance service, ensuring buildings, surrounds, plant and equipment are maintained.
- Liaise with and supervise assigned contractors for maintenance, repair, or renovation.
- Obtaining quotation for work and ensuring planned works comply with the
- SDN Contractor Management Procedures

- Regularly inspect facilities to determine need for repairs, maintenance and capital works.
- Liaison between Finance staff, Centre Support Mentors and OH&S consultant
- Supervise and manage contracted projects.
- Ensure the safety of children and staff is a priority in all work conducted by assigned contractors.
- Prepare construction specifications and/or plans and obtain advice from engineering and other consultants.
- Deal with minor maintenance.