



Administration Philosophy

Collaboration & Communication

As administrators we value the input, expertise, and experiences of others, and believe it is necessary for stakeholders, including Educators, Directors, and other administrators to be involved in decision making and implementation processes. A diversity of experience and expertise can produce more effective solutions to problems and more opportunity for innovation.

Transparency

Effective administration relies on trust and good faith between all parties. It is necessary to build trusting relationships with those around us. Being transparent, explaining 'what I am doing and why' is essential to productive administration.

Advocacy

Taking responsibility for decisions that are made and how those decisions affect others. Administration should not only actively seek ways to improve situations for the Directors, Educators and other stakeholders they represent, but also vigorously challenge and oppose situations that disadvantage or harm those they represent.

Efficiency

Working effectively with individuals is showing respect for their time and resources. It is essential that administration make judicious use of both their own time and resources, and the time/resources of the people they work with. It is important to seek out tools and systems that can make communication and completion of tasks easier, more streamlined, and more effective.

Connection

Effective administration at the NBCA is about fostering relationships by being trustworthy, recognisable, reliable, knowledgeable and helpful to our whole community – staff, families, centres and more.

