

HOW TO CREATE AN

EFFICIENT ROSTER

IN YOUR ECEC SERVICE



What is an Efficient Roster?

'Efficiency' is one of those words that can get brandished around without much explanation.

So before we go any further, let's look at what we mean by an efficient roster.

In Early Childhood, an efficient roster is one that:

- Is easy to create (saving time)
- Doesn't lead to unnecessary wage expenditure (saving money)
- Keeps you compliant

So now that we know the definition of an efficient roster in ECEC, let's get down to it...



1.

Stop Working

Things Out Manually

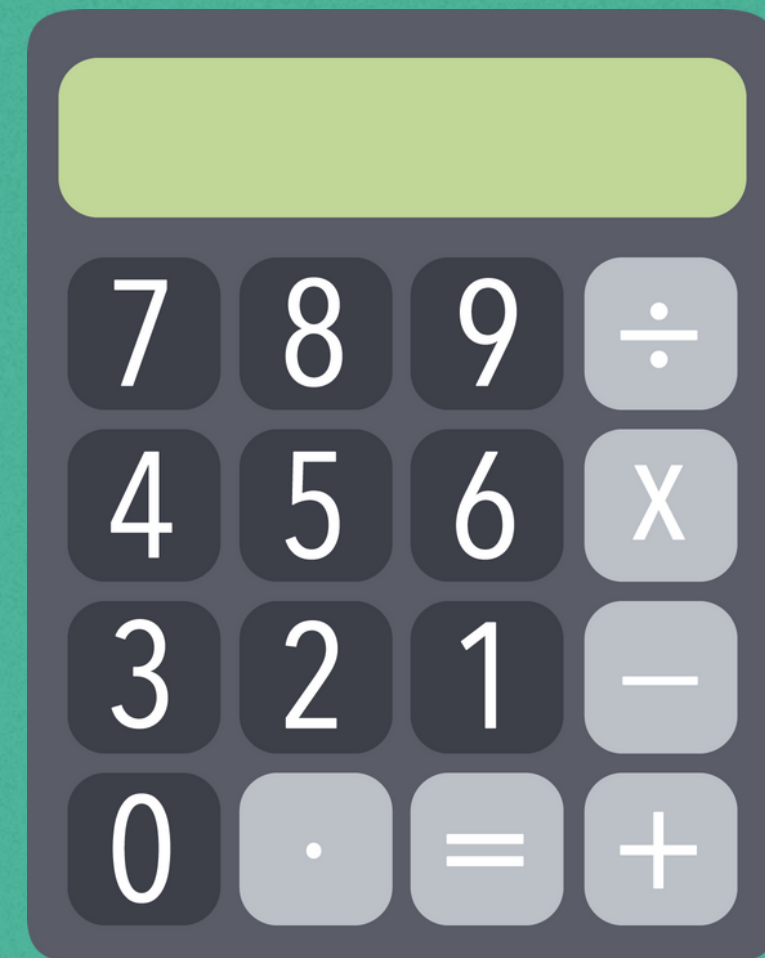


How much is your time worth per hour?

If you're working things out manually such as ratios, wage expenditure or award interpretation, will you be saving more than your time is worth?

There are so many tools out there that can do these simple tasks for you for either free or a small cost (certainly less than the time cost to work this all out).

Getting your roster efficient is really important, but if it's coming at the expense of your time spent improving the quality of your service or your wellbeing, it's time to call in some help from digital tools.



2.

The Rule of 1.8:

Account for Anything



When illness strikes, it can cause issues for any team. Let alone those who are legally obliged to meet educator:child ratios.

Luckily, a simple calculation can be used to make sure you are keeping a healthy gap between the minimum requirement for compliance and how much you can afford to spend on wages.

The 1.8 tool looks at the number of collective hours that educators are rostered on, and divides it by the number of children booked for the day.

If this number is under 1.8, your service may be at risk if something comes up. If it's over 1.8, you may be overspending on educator wages (particularly if you have a heavy reliance on casuals - more on that later).

It's important to note that this isn't a perfect calculation that will work 100% of the time. But for busy directors and approved providers looking for a pretty reliable & quick solution to inefficient rosters, it's a really good rule of thumb to have.

Collective No. of Rostered Hours

Children Booked In

3.

Only Use Casual

Staff When Needed



This can be a bit of a luxury for most, with staff shortages.

I'm not saying don't use casual staff. They're needed. But what I am saying is that an over-reliance on casuals is not financially sustainable.

Often, services will go through agencies to get casual staff. This adds fees on top of casual loading and can really rack up wage expenditure.

Instead of relying too much on casual staff, think about how you can keep costs down by:

- Using a virtual service such as On Call ECT
- Attracting permanent staff

It's easy for me to say 'just attract permanent staff'. But in reality, it's hard to do.

But there are some things you can try, to attract educators such as above award wages or additional benefits (e.g. bonuses, extra holidays).

I know what you're thinking, "I'm trying to save money, not spend more!"

But it's important to think: if you paid an extra \$2/hr for a new permanent staff member, would that be cheaper than hiring a casual member every week for the same amount of hours?

4.

Use The Power of Automation



Similar to working things out manually, there's too much room for human error and it can take so long to come up with a compliant, efficient roster.

Automated tools can be used to auto-generate rosters that you can then edit. Rather than creating a roster from scratch and fixing the issues that come about, these functions already account for leave, qualifications, ratios etc.

You can then rotate the rosters going forward to create a consistently efficient roster.

Who doesn't want to save time & money?



5.

Use A Platform That Knows ECEC

Sure, Deputy & Tanda have all the functions that most businesses need. But Early Childhood is unique, and your service has unique needs. You need a platform that gets how rostering is done in ECEC.

Replace your generic workforce management app with a software that can feed in information such as children in attendance, staff qualifications and ratio needs.

Getting a compliant, efficient roster is hard. But it's a lot easier when you don't need to sit and crunch each and every number just to meet the requirements.

Are you using the right tools for the job?

[Book Your FREE Software Consultation](#)