



Our Values

Respect Honesty Commitment Courage

Position Title:	Childcare Assistant – Creche
Directorate:	Corporate and Community Services
Reports to:	Childcare Supervisor
Date effective:	September 2020
Agreement Level:	Level 1
Position no:	TBC

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of ‘walking the talk’.

1. Purpose

1.1 Primary functions

- To provide assistance with a safe, hygienic and caring environment for the supervision of under school-age children and enabling their parents and carers to engage in the Centre’s recreation program.

1.2 Community strategic goals



Goal 1:
Valuing the natural environment

Goal 2:
Welcoming and inclusive communities

Goal 3:
Managing growth sustainably

Goal 4:
Vibrant and diverse economy

Goal 5:
Effective leadership and governance

1.3 Key functions and duties

Key functions	Specific duties	% Time
Conduct Children in Educational Programs and Practice	<ul style="list-style-type: none"> • Support the Childcare Team as instructed, in the set up and running of activities for Creche programs. • Follow program guidelines provided by the qualified Operator or Supervisor. • Assist with activities, as directed and programmed for by the qualified Operator or Supervisor. • Assist with the supervision and motivate free play activities with children. • Assist the Childcare team as directed, to ensure the safety of children always. • Childcare Assistants will offer support through: <ul style="list-style-type: none"> - assisting with the supervision of children - assisting children to participate in appropriate activities for their enjoyment - assisting children with snack/mealtimes - assisting children with toileting 	50
Customer Service	<ul style="list-style-type: none"> • Welcome & direct patrons and respond to basic customer queries. • Provide a safe, hygienic and enjoyable environment for patrons. • Provide a high level of customer service to all patrons of the Recreation Centre. 	20
OSH	<ul style="list-style-type: none"> • Supervise, always assist and comfort children. • Assist to ensure the Childcare Centre is always hygienic and well presented. • Ensure cleaning checklists are completed. • Facilities and equipment are kept clean and sanitary. 	30

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 N/A

3. Relationships

3.1 Responsible to
Childcare Supervisor

3.2 Responsible for
Nil

3.3 Internal Stakeholders
Childcare Operators
Childcare Officers
Recreation Centre staff

3.4 External Stakeholders
Parents and Children
General Public
Local Community Groups
Local Schools
Department of Education, Employment and Workplace Relations

4. Position Selection Criteria

4.1 Position essentials
Basic experience and knowledge in (or willingness to learn) conducting and assisting with under school aged childcare program delivery.
Certifications including Federal Police Clearance (current) and Working with Children registration.
Ability to learn and apply basic communication (written and verbal) and interpersonal skills.
Demonstrated basic numeracy skills.
Current Senior First Aid Certificate.
Ability to operate within a team, to engage with customers and establish their needs, and to provide basic information as requested.
Ability to follow clear procedures and guidelines under supervision as and when required.
4.2 Position desirables
Previous experience working with under school aged children.
Current 'C' class license.
Basic understanding of work standards.

5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: