



## INFORMATION PACKAGE

### POSITION VACANT

#### CHILDCARE ASSISTANT / RELIEF SUPERVISOR BATEMANS BAY (PART TIME)

REF NO: ESC237

**CLOSING DATE: 4.30PM MONDAY 17 JUNE 2019**

#### **CONTENTS**

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Louise Hatton on (02) 4474 1280



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

# Childcare Assistant, Batemans Bay (part time)


Position Code	368
Division	Children Services
Location	Community Arts Recreation Central
Band/Level	Operational Band 1 Level 3

## Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		<b>We are collaborative</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
		<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To assist in the provision of Out of School Hours (OOSH) services.

## Main duties and key result areas (KRA)

1. Assist in the provision of a program that includes social and recreational activities based on the needs, interests and abilities of the children.  
*KRA 1: Ensure that the Service policies and procedures are complied with at all times to provide a safe, healthy and caring environment is maintained.*
2. Provide appropriate information on the Service to families as required.  
*KRA 2: Promote the service and assist in maintaining high levels of client satisfaction.*
3. Work within the National Education and Care Regulations and Standards to provide a happy, safe and healthy program.  
*KRA 3: Keep abreast of current education and care issues and regulation requirements and ensure laws, regulations and standards are maintained by attending meetings, training and professional development.*
4. Assist the supervisor in the operation of a quality OOSH service and relieve as the supervisor as required.  
*KRA 4: Service is run to required standards. Prepare afternoon tea and contribute to menu planning. Assist with the induction process of new staff, children and families.*
5. Participate in the OOSH service systems and procedures for continuing quality improvement.  
*KRA 5: Feedback and input provided which contributes to quality improvement. Centre is clean, child resources maintained and accounted for.*
6. Follow EEO and diversity principles and practices.  
*KRA 6: Work practices are compliant with EEO and diversity policies and procedures.*
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA 7: Council's WHS Policy and procedures complied with.*

***It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.***

***Verified clearance as a result of a Working with Children Check and an assessment of the results of a National Criminal History Record Check is required for this position.***

## Qualifications/Experience (Selection Criteria)

### Essential

1. Must be 18 years of age or over at the time of appointment.
2. Demonstrated interest in, and enjoyment of, working with children aged 5-12 years.
3. Ability to work as part of a team.
4. Understanding of the social and recreational needs of children 5-12 years of age.
5. Enthusiasm, energy and initiative.
6. Willingness to participate in all aspects of the daily operation of the centre.
7. Current First Aid Certificate.
8. Working with Children Check clearance.
9. Current Asthma and anaphylaxis management certificate.
10. Approved Child Protection certificate.
11. Ability to work as supervisor when required including team leadership skills and experience, experience in planning activities for children and record keeping and money handling skills.
12. Willingness and ability to follow EEO and diversity principles and practices.
13. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Currently studying or completed recognised childcare and/or teaching qualifications.
2. Workplace experience in the childcare field.

***The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.***

**EMPLOYEE:** Position Vacant  
**SUPERVISOR:** Childcare Supervisor, Batemans Bay  
**DATE:** May 2019

## CONDITIONS OF EMPLOYMENT

Position Title:	Childcare Assistant / Relief Supervisor
Reference Number:	ESC237
Grading:	Assistant - Grade 4 of Council's salary system Relief Supervisor - Grade 7 of Council's salary system
Salary Range:	Assistant - in the range of \$27.21 to \$28.27 gross per hour comprised of: * \$24.85 to \$26.23 base salary, plus * \$2.36 to \$2.49 superannuation (calculated at 9.5%) Relief Supervisor - In the range of \$29.64 to \$31.36 gross per week comprised of: * \$27.07 to \$28.64 base salary, plus * \$2.27 to \$2.72 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.

Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of Work:	<p>This position is a permanent, part-time role.</p> <p>Hours are currently arranged:</p> <p><u>During School Term -</u></p> <p>Minimum of 18.75 hours per week Monday to Friday: 2.15pm to 6.00pm</p> <p><u>During School Holidays -</u></p> <p>Hours of work will be as rostered and depend on programming requirements. Minimum of 5 hours per day and up to a maximum of 38 hours per week.</p> <p>School holiday shifts are currently arranged 8.00am to 1.00pm or 1.00pm to 6.00pm each day.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Batemans Bay After School Care and Vacation Care in the grounds of Batemans Bay Public School.
Leave Entitlements:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

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