



## POSITION DESCRIPTION

<b>Position Title</b>	Creche Assistant	
<b>Directorate</b>	Planning	
<b>Service</b>	Sports and Recreation	
<b>Responsible to</b>	Creche Supervisor / Customer Experience Team Leader	
<b>Position Supervises</b>	<b>Direct:</b> None <b>Indirect:</b>	
<b>Position No.</b>	TBC	
<b>Status</b>	Casual	
<b>Salary Point</b>	4	
<b>Motor Vehicle</b>	N/A	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre-employment medical	
<b>Date reviewed:</b> October 2021	<b>Reviewed by:</b> Senior Manager Sports and Recreation	

## **POSITION PURPOSE**

1. Ensuring the safety and security of all children for the length of time they attend.
2. Respect and care for each child that attends the childcare centre.
3. Assist the Crèche Supervisor in the day to day running of the crèche.
4. Assisting in the programming of activities for the development and growth of children.
5. Assisting with the administration of the childcare.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Experience in centre based care of children.
2. Ability to provide quality care for all children
3. Ability to provide customer service and communicate effectively with children, parents and other staff.
4. Ability to work unsupervised in a team environment.
5. Ability to follow instructions.
6. Knowledge of, and the ability to plan and implement of age appropriate activities for children.
7. Demonstration of leadership and teamwork skills.
8. Knowledge of EEO and WH&S and their application in the workplace
9. Current First Aid Certificate
10. Ability to meet Child Protection Act requirements
11. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

### **Desirable Criteria:**

1. Administration skills
2. Child Protection Certificate

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

1. To assist shift supervisor in the set up of the childcare area each day.
2. Establish an effective working relationship with the parent / guardian of child/ren.
3. Educational interaction with the children.
4. Assist the Crèche Team Leader in developing programs for the centre, to meet the needs of the children.
5. Provide a stimulating and comfortable environment for the children.
6. Using their initiative in the safety and care of children.
7. Constantly interacting with the children in a positive manner.
8. Treating each child as an individual and responding to their needs accordingly.
9. Promoting children's understanding and acceptance of people with colour, language, cultural background, gender and physical ability different from their own.
10. Observing a child's behaviour and individual needs on an ongoing basis.
11. Promoting play activities which support the social, emotional, physical and intellectual development of each child
12. Using positive techniques of guidance with children to assist them to manage their behaviours and the behaviour of others
13. Ensuring children maintain a reasonable standard of personal hygiene.
14. Changing nappies as required, according to AAC/ LPAC's procedures.
15. Contributing to the cleanliness / tidiness as part of the daily routine
16. Ensuring children remain seated while having their snack time
17. Knowledge and understanding of AAC/ LPAC's Childcare Policies and Procedures.
18. Suggesting ways to improve the centre's function.
19. Attending and contributing in staff meetings.
20. Supporting the supervisor by accepting and giving advice, being open to new ideas, sharing information.
21. Using initiative and flexibility when undertaking tasks.
22. Engage in on going staff development to improve personal and professional skills.
23. Conducting other projects / duties as required by the Crèche Team Leader / Aquatic Services Team Leaders and Managers

**KEY RELATIONSHIPS:**

**Internal:** Crèche Team Leader, Crèche staff, Section Coordinators, Aquatic Staff

**External:** Crèche users (children and parents), Members, Centre users and the public

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

## LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

### Applicant Declaration

I, ..... have read and understood the position description for the **Crèche Assistant** as detailed in this document.

Signature: .....

Date:        /        /