

KALAMUNDA COMMUNITY LEARNING CENTRE

DETAILS OF CRECHE ASSISTANT POSITION

POSITION: Crèche Assistant (Casual)

REPORTS TO: Crèche Supervisor and Coordinators

HOURS: As needed : Mornings: 8.45 am (Mon) OR 9.00 am (T,W,Th,F) to 12 noon

Afternoons: Monday, Thursday and Friday 12 noon OR 12.30 to 3.00

KEY ROLE

Ensure the smooth operation of the day to day running of the crèche is in accordance with the Kalamunda Community Learning Centres Childcare Philosophy.

Maintain a clean, safe, and hygienic environment for children aged from 8 weeks to 6 years.

Work well with other staff and volunteer helpers to maintain 1 carer to 4 children ratio.

Communicate positively with children, parents, other staff members and volunteers who run the centre.

QUALIFICATIONS

Creche staff must hold a Certificate III (or higher) in Early Childhood Education and Care, a valid Working with Children Check and a First Aid Certificate.

CRÈCHE DUTIES

- Follow daily routine of the crèche.
- Interact positively and appropriately with the children.
- Provide adequate supervision of children in both inside and outside play.
- Attend to children's personal hygiene such as changing nappies, helping with toileting, and supervising washing of hands.
- Assist children with craft, painting and playdough activities.
- Implement age-appropriate activities for the children.
- Liaise effectively with parents/caregivers.
- Attend to nutritional needs of the children.
- Recognise and respond to accidents, emergencies, or a child's ill health.
- Fill out accident/incident forms when necessary.
- Assist with register of children attending the crèche.
- Assist with register of volunteer helpers.
- Handle cash or pre-paid tickets.
- Other duties as required.

The person appointed should be available for an immediate start and may be asked to fill in at short notice to cover for illness and holidays during the absence of any staff member.