

Job Title:	Crèche Worker - Casual Relief Pool	Award Status:	Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services
Location:	The Spiers Centre	Level/Salary Range:	Level 1
Position Type:	Casual	Position Reports to:	Community Services Coordinator

Job Description

ROLE AND RESPONSIBILITIES

Reporting to the Community Services Coordinator, the Crèche Worker -Casual Relief Pool provides assistance and support to the staff team to ensure the effective delivery of the Children's Services and consistently delivers a high standard of customer services. Effectively assist in the supervision of the crèche and playgroup services. Ensures the health, safety and wellbeing of the children in care, within a safe and nurturing environment. Provides developmentally appropriate experiences to ensure enjoyment of the children in care.

Leadership & Development:

- Actively participate in fortnightly staff meetings
- Ability to work as part of a team
- Undertake appropriate training as identified in performance management evaluations

Operations and Community Engagement

- Provide a safe and nurturing environment for children
- Accepts children from parents and settles children in to the crèche
- Entertains children both indoors and outdoors with appropriate activities as provided through the crèche and/or playgroup programs
- Undertakes any feeding or hygiene needs as necessary
- Maintains excellent hygiene of the centre, creche and playgroup areas ensuring clean and safe conditions.
- Knowledge of and ensures all OSH legislation is followed
- Good understanding of work practises, legislation and procedures relevant to child care
- Ensures the overall safety and welfare of children and staff in the crèche

Internal Processes

- Creates records of all attendance and activities of crèche and/or playgroups
- Ensures all parents sign children in and out of crèche
- Confirms all crèche and/or playgroup forms are signed off by facilitators when providing off site care
- Arrives on time as rostered, and completes timesheets and other forms as required
- Adheres to the crèche policies as guidelines to all activities
- Assist Crèche Coordinator with crèche and /or playgroup programs and activities
- Other duties as related to this position as required

Financial Services

- Identify required purchases for programmed crèche and/or playgroup activities
- Identify items required for crèche maintenance or replacement

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Qualifications relating to Child Care or equivalent or working towards
- Strong written and verbal communication skills and the ability to work in a team environment
- Experience supervising and providing a safe and caring environment for children under the age of 10
- An understanding of the importance of play and the importance of parental involvement
- Knowledge of Occupational Health and Safety
- Flexibility and responsiveness to a range of situations
- Ability to work flexible hours often with short notice
- Mobility that will allow for the lifting and physical support of children
- A National Police Clearance Certificate (no older than 3 months)
- Possession of current driver’s licence and reliable vehicle
- Current Senior/Apply First Aid (Asthma Management and Anaphylaxis)
- Current Cardiopulmonary Resuscitation (CPR) Certificate
- Current Working with Children Check
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Position	Name	Signature	Date
Incumbent			
Line Manager			
Approved By:	Chief Executive Officer		
Last Updated:	04/07/2021		