

**JOB TITLE:**

Advanced Child Care Worker Qualified [Parental Leave Position] [72.5 hours per fortnight]

**EMPLOYER:**

St Peter's Preschool Ltd [company limited by guarantee]

**ESSENTIAL SELECTION CRITERIA:****1. Education and Training:**

- Diploma in Children's Services from TAFE,
- or a Registered Training Organisation,
- or equivalent to meet NSW Department of Community Services Regulations.

**2. Knowledge and skills:**

- At least 12 months experience working with and planning for children aged three to six years of age preferably in a centre based setting.
- Knowledge of collaborative planning and experience working as part a team.
- Experience working closely with families.

**3. Physical Requirements**

Ability to undertake all physical requirements involved with the early childhood setting including lifting loads, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for duration.

**DESIRABLE SELECTION CRITERIA:**

- Working in a Preschool setting

**Certifications:**

- Current Senior First Aid Certificate
- Manual Handling training
- Food Handling Certificate

**POSITION DESCRIPTION****a): Purpose and Scope**

The Advanced Child Care Worker [Qualified] is expected to work collaboratively with other workers to develop, plan and implement the early childhood program. The Advanced Child Care Worker [Qualified] contributes to the staff team in the operation of the Preschool.

**b): Responsibilities****(1) Planning, Programming and Service Delivery Responsibilities**

- Supervising a group, or groups of children, in conjunction with other primary contact staff and the Director.
- Contributing to the provision of an environment that is stimulating and appropriate to the needs and interests of young children.
- Providing support for, and communicating with parents regarding the needs, interests and development of their children, and the operation of the service.
- Ensuring that programs are planned, implemented and evaluated for each child in their focus group [story group].
- Maintenance of appropriate and up to date records

- Ensure that all regulations, licensing guidelines, service operational policies and procedures are observed.
- Recording of observations of children's interests, friendships, interactions and development.

### **(2) Health and Safety Responsibilities**

- Contributing to the provision of a safe, healthy and clean indoor and outdoor environment for children.
- Ensure the maintenance of a healthy and safe work environment.

### **(3) Administrative Responsibilities**

- Carry out administrative duties, which relate to effective daily operation of the service and child care responsibilities.
- Participating in regular staff meetings, chairing and taking minutes as per staff roster.
- Other duties as required by the Director as are within the knowledge, skills and capabilities of the staff member including duties at a lower classification, provided this does not promote de-skilling.

### **c): Organisational Relationships**

The employing body is the Board of Management of St Peter's Preschool Ltd [company limited by guarantee]. The Advanced Child Care Worker [Qualified] reports directly to the Director. The Director will undertake an annual staff appraisal with each staff member.

### **d): Job Requirements**

#### **Educational Background:**

Diploma in Children's Services from TAFE, Registered Training Organisation or equivalent to meet NSW Department of Community Services regulations.

#### **Award Title:**

Advanced Child Care Worker [Qualified], Miscellaneous Workers Award [NAPSA]

#### **Certifications:**

- Current Senior First Aid Certificate [essential]
- Manual Handling training [desirable]
- Food Handling Certificate [desirable]

#### **Hours of employment:**

There may be some variation to the days/hours of employment depending on the current staff roster. Hours of employment will be stipulated on individual staff members' employment agreement & time sheet. Under licensing requirements two staff must remain on the premises until every child has been collected. The Preschool's policy is to be adhered to in relation to the late collection of children.

#### **Term times:**

Attendance is required during school term times unless otherwise specified. Four weeks holiday leave is to be taken during the Christmas holidays when the Preschool is closed.

**Staff meetings:**

A two hour staff meeting will be held on a fortnight basis after the closing time. Staff employed under the Miscellaneous Worker's Award are required to attend staff meetings for two hours per month without any payment being due as outlined in the Award. [Award clause 7.3.52] The other 2 hours per month will be paid.

**In-service, Professional Development, Training and Planning:**

The Board of Management values the skills and expertise of staff and provides a staff development allocation in the budget to support extending professional skills and experience.

*Award clauses: 7.3.51 & 7.3.53 - Staff are responsible for ensuring that they are aware of new developments in early childhood education. However, continuing professional development is a joint responsibility of both the employer and employee.*

Under the Award staff may be requested to attend courses in non-term time or after hours relating to professional development, training and planning.

**Rest pause:**

Staff employed under the Miscellaneous Worker's Award are allowed a rest break of 10 minutes between 10.15am and 11.00am, while they are sitting with the children at morning tea time.

**Crib Break:**

A 20 minute crib break [lunch break] will be provided and will be taken at a time that is mutually convenient, and is regarded as time worked. The supervision of children may be expected to continue during this break.

**Additional to award conditions:****Out of hour's expectations:**

There are several out of hours activities that staff are encouraged to attend. For example: the Annual General Meeting, Annual Planning Session, campout, working bees and BBQs with families and children.

**COMMENCEMENT**

Starting date August 2009 [to be negotiated].

**INFORMATION**

Preschool's website at [www.stpeterspreschool.org.au](http://www.stpeterspreschool.org.au)

**ENQUIRIES TO:**

Director 6772 4421; [preschoolstpeters@bigpond.com](mailto:preschoolstpeters@bigpond.com)

**APPLICATIONS TO:**

President, Board of Management  
87 O'Dell Street ARMIDALE NSW 2350

St Peter's Preschool Ltd Armidale 2009

All ESSENTIAL criteria needs to be addressed. Include contact details for two professional referees with the application. Prohibited Persons are not permitted to apply for this position and a *Working with Children Check* will be undertaken on all preferred applicants.

**CLOSING DATE:**

Completed applications need to be received by the closing date Friday 7 August 2009.