

Directorate:	Community and Culture	Department:	Children’s Services		
Position Grade:	3	Reports to:	Nominated Supervisor or Centre Director		
Last review:	August 2018	Next review:	August 2020	Version No.:	3.0

Position purpose:

To provide assistance, in conjunction with the centre team, with the effective daily operation of the childcare centre.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting all centre employees in the implementation of programs and childcare service and supporting fellow workers in the provision of a safe, stimulating, educational environment for all children attending the centre
- 2) Complying with and implementing all regulatory, legislative requirements and industry standards
- 3) Maintaining centre educational philosophy and all Council policies/procedures
- 4) Maintaining confidentiality at all times
- 5) Attending and contributing to staff meetings and in professional development opportunities
- 6) Providing a positive role model for children, families and visitors at the centre
- 7) Carrying out other duties as directed by the Nominated Supervisor or Centre Director

Decisions made in the position:

- 1) This position has no formal delegation of authority

Decisions referred:

- 1) All decisions should be referred to the centre's Nominated Supervisor or Centre Director

Key issues/challenges:

- 1) Implementation of daily routines and centre programming
- 2) Shift responsibilities and time management
- 3) To keep informed of current issues within the Early Childhood field
- 4) Assisting to meet the needs of children (individually and within a group setting) and their families
- 5) Understanding the needs of families requiring childcare

Key working relationships:

- Manager Children's Services
- Centre Employees
- Nominated Supervisor
- Parents and Children of the Centre

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA
Qualifications/Licences • Minimum requirement of Certificate III in Children's Services, and Child Protection Training approved and recognised by NSW Community Services • Current First Aid Certificate ❖ This position is subject to a working with children check – please provide your current working with children check verification number Experience • Demonstrated skill and understanding of the implementation of a nurturing, stimulating, educational environment for children • Being responsive to the needs of children • Developing an understanding of children's interests and developmental needs • Communication skills in dealing with children, families and centre staff • Assisting centre staff to facilitate centre programs including observations and journals Knowledge and Skills • Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity • Knowledge and experience of working within a team
DESIRABLE CRITERIA
Qualifications/Licences/Experience/Knowledge and Skills • Current Class C Drivers Licence

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.