Team work
We are a united team who works together towards a common goal.

Integrity
We are empowered and accountable when making decisions.

Excellence
We are committed to an exceptional customer experience.

Leadership
We are adaptable and responsive in our leadership.

Respect
We are respectful of our history and work together to build our future.

Créche Assistant

Our vision

Together, towards an even better lifestyle.

1.   Position details

Directorate:	Community and Lifestyle	Level: 1 to 2
Reports to:	Children Services Coordinator	
Supervision of:	Nil	
Significant Working Relationships:	Leschenault Leisure Centre Staff Community and sporting groups Suppliers and contractors	

2.   Position summary

Assist the Créche Supervisor in the care of Centre's patron's children aged zero to five years.

3.   Community strategic objectives

Diversified Economy

Connected Communities

Protected Natural Environment

Sustainable Built Environment

Effective Civic Leadership

4. Our values

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Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.
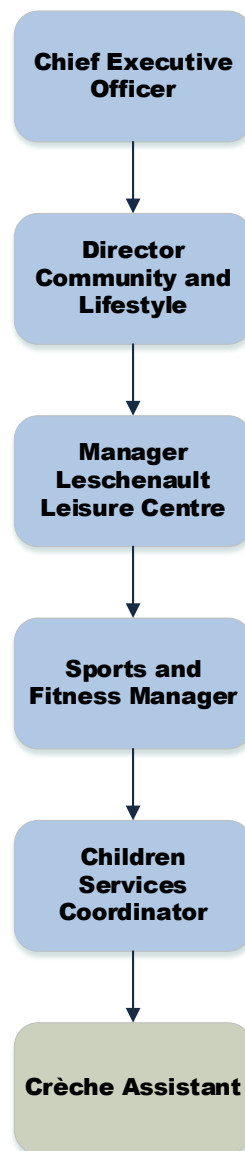
5. Key duties and responsibilities

Key functions	Specific duties
Crèche	• To deliver under guidance programs that are based on the developmental needs and interests of the children, which encourage their input and participation. • To act as an appropriate role model for children and to ensure all interactions with children are positive and reflect the philosophy and policies of the service. • To act as a facilitator of play and to encourage children to try new experiences. • To consistently implement the Centre's rules and limits in accordance with the Centre's policies. • To ensure the environment in which children learn and play is clean, hygienic and safe. • To follow the Centre's Occupational Safety and Health policies in all aspects of your work role. • To be sensitive to and respect the diversity of social and cultural backgrounds of the children in care and ensure these children are welcomed into the centre. • To liaise and interact with parents in a friendly and non-judgemental way in relation to their child's needs. • To support and contribute to the staff team. • To guide and support junior staff to develop their skills and knowledge. • To maintain a professional approach to work which reflects the service's philosophy, policies and procedures. • Ensure confidentiality in all aspects of crèche operations.

General	• Attend and participate in departmental staff meetings and training sessions as required.
	• Perform additional administration tasks as instructed by the Crèche Supervisor.
Other	• Reasonable duties commensurate with classification level.
	• National Crime Check.
	• Current "C" Class Drivers Licence (if applicable).
Organisational	• Work in accordance with the Shire's Occupational Safety and risk management principles.
	• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.
	• Create and capture records of work activities in line with policies and procedures.
	• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate if required in annual performance appraisal.
	• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
	• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operates under the general direction of the Crèche Supervisor and Children Services Coordinator within the Shire procedures, guidelines and practices and Council policies.

7.   Your team

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┌─────────────────────┐
│   Chief Executive   │
│      Officer        │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Director        │
│  Community and      │
│     Lifestyle       │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Manager         │
│   Leschenault       │
│  Leisure Centre     │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│    Sports and       │
│  Fitness Manager    │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Children        │
│     Services        │
│   Coordinator       │
└─────────────────────┘
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┌─────────────────────┐
│  Crèche Assistant   │
└─────────────────────┘
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8.   Position selection criteria

Essential

1.   Experience and/or Qualification in working with Children aged less than five years.

2.   Skills in the delivery of activity for zero to five years old.

3.   Effective communication and interpersonal skills.

4.   Ability to work within the Centre's Policies and Procedures.

Desirable

1.   Current Senior First Aid Certificate (if applicable).

2.   Current IV in Childcare or equivalent.