

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC

PERSON SPECIFICATION/SELECTION CRITERIA

POSITION: Childrens Services Assistant Level 2

ESSENTIAL / MINIMUM REQUIREMENTS:

- 1 Education**
 - 1.1 AQF Certificate III Qualification
- 2 Knowledge**
 - 2.1 Understanding of child care philosophy and practice.
 - 2.2 Sound knowledge of relevant hygiene and health practices.
 - 2.3 Knowledge and commitment to equal opportunity as it applies to children, their families and staff.
 - 2.4 Knowledge and understanding of the Early Years Learning Framework and the National Quality System.
- 3 Personal Skills/Abilities**
 - 3.1 Ability and commitment to work as part of a team.
 - 3.2 Ability to communicate effectively with adults and children.
 - 3.3 Commitment to excellence in the provision of services to young children.
 - 3.4 Reliable, caring and well presented.

DESIRABLE REQUIREMENTS:

- 1 Education**
 - 1.1 First Aid Training.
 - 1.2 Mandated Notifiers Training.
- 2 Experience**
 - 2.1 Recent experience working in child care with children under 3 years.
- 3 Knowledge**
 - 3.1 Working knowledge and understanding of the Early Years Learning Framework and the documentation of children's learning using learning stories.
- 4 Personal Skills/Abilities**
 - 4.1 Ability to play a musical instrument and/or fluency in a LOTE.
 - 4.2 Ability and willingness to work with all age groups of children in child care.
 - 4.3 Ability to recognise and resolve conflict constructively.

JOB SPECIFICATION

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC

POSITION: Childrens Services Assistant Level 2

POSITION SUMMARY:

Responsible through the Childrens Services Professional Level 1/2/3 to the Director (and through the Director to the Board) for assisting with the provision of high quality care and education in a safe, nurturing environment. Responsible to perform duties consistent with the position of Childrens Services Assistant Level 2.

- ❖ Work within the centre's philosophy and policies.
- ❖ Act professionally and maintain confidentiality.
- ❖ Provide a high standard of childcare and education for both the individual and group needs of children in a safe, nurturing environment.

1 Children/Programming

- 1.1 Ensure that the health safety and welfare of each child remains paramount at all times.
- 1.2 Assist and support qualified staff.
- 1.3 Provide non-judgemental, nurturing care.
- 1.1 Assist in maintaining individual developmental records and written observation files for each child in the group.
- 1.2 Assist in planning and implementing a program of care and education that is developmentally appropriate, and meets the individual needs of each child in the group.
- 1.4 Assist in monitoring and evaluating the program.

2 Parents

- 2.1 Help create an atmosphere that welcomes parents.
- 1.3 Ensure that enquires or complaints regarding children are referred to a trained member of staff. Communicate with other staff about children's needs on a day to day basis.
- 1.4 Provide feedback to parents in consultation with qualified staff.

3 Staff

- 3.1 Work with the Director and staff in a professional manner.
- 3.2 Communicate with other staff about children's needs on a day to day basis.
- 3.3 Accept supervision and advice from other staff in the day to day operation of the centre.
- 3.4 Work as a member of a staff team to achieve common goals.

4 Administration/Operation of Service

- 4.1 Take responsibility to read and understand the centre's philosophies, policies and procedures.
- 4.2 Work within the centre's philosophies, policies and procedures.
- 4.3 Attend and participate in staff meetings.
- 4.4 Assist in daily recording of children's attendance records.
- 4.5 Advise qualified staff or Assistant Director of status of equipment and stores.
- 4.6 Report to qualified staff, damage or lack of cleanliness of equipment and plant in area of work.

5 Personal Skills/Abilities

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC

- 5.1 Participate in a regular evaluation of work performance.
- 5.2 Take reasonable care to protect her/his own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through act or omission or misconduct at work.
- 5.3 Undertake other tasks as directed by the Director.

DECLARATION:

I have read the Childrens Services Assistant Level 2 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Date:

Signature:

Witness:

Position:

Date:

Signature: