

POSITION DESCRIPTION

Position Title:	Crèche Assistant
Position Number:	10431
Directorate:	Community Services
Reports to:	Crèche Coordinator
Department:	Community Facilities
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 2

1. POSITION OVERVIEW

The Crèche Assistant is responsible for effectively assisting the Crèche Coordinator in the day to day running of the Crèche, providing a quality facility by ensuring a safe, clean and fun environment.

1.1 Position Objectives

- Liaise with Crèche Coordinator concerning any matter relevant to the good order and management of the crèche facility.
- To liaise with the Manager Community Facilities concerning any matter relevant to the good order and management of the crèche facility.

2. DUTIES & RESPONSIBILITIES

2.1 Crèche Operation

- Ensure crèche is operated in a professional manner.
- Ensure well-being of all children in the crèche.
- Ensure crèche is always clean and left in a clean state.
- Report any damage of Centre facilities and equipment to your Supervisor.
- Perform first aid as required.
- Maintain a clean tidy and professional appearance and wear appropriate clothing.
- Perform other duties as required.

2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under direct supervision of the Creche Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement & Problem Solving

- Demonstrated ability in the areas of time management, organisation, and initiative and working in a team environment.

3.3 Specialist Knowledge and Skills

- Demonstrated experience in either supervising or assisting in a crèche facility.
- Ability to work flexible hours.

3.4 Interpersonal Skills

- Demonstrated ability to manage and interact with children and ensure a safe environment at all times.

3.5 Qualifications and Experience

- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Working with Children Check or provide proof of having applied for the assessment (e.g. a receipt)
- Current First Aid Certificate