

Schedule 1 - Position Description

TITLE:	Creche Co-educator
RESPONSIBLE TO:	Head of ELC
LIAISON WITH:	Staff, parents and the College community
QUALIFICATIONS:	corking with Children accreditation
HOURS/DAYS OF DUTY:	Certificate III or Diploma qualified & valid WWCC
LOCATION:	81 Balaclava Road, Caulfield North 3161

POSITION DESCRIPTION – CRECHE CO-EDUCATOR

- Welcoming all children and families into your room.
- Assisting qualified room leader at all times.
- Ensuring that you uphold and promote the Jewish Values and Philosophy of the centre.
- Adhering to all relevant regulations and standards at all times.
- Following all centre policies.
- Maintaining the safety of all children at all times.
- Making sure all accident and illness issues are reported to the qualified room leader.
- Adhering to all health and safety regulations at all times.
- Helping implement and follow the educational program in your room.
- Assisting with nappy changes.
- Making sure you work as a team member.
- Discussing any concerns regarding staff, child or family with qualified room leader and management
- Making sure the room is maintained in a clean and presentable manner at all times.
- Assisting children with meal times.
- Assisting room leader with, daily diary, learning stories and newsletters.
- Ensuring that all regulations and standards are followed.
- Assisting centre with Assessment & Rating process.
- Reporting any issues or concerns regarding children to the qualified room leader
- Making sure all equipment and toys are maintained in a respectful manner.
- Passing on all information regarding the child that is received by families to all staff.
- Making sure hygiene regulations are adhered to at all times.

QUALIFICATIONS

- Relevant Certificate III or Diploma qualification required
- Current employee Working with Children Check
- Recognised first aid, emergency asthma management and anaphylaxis management training
- Yearly online Child Protection: Mandatory Reporting