



Arnheim Early Learning Centre

learning through discovery!

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Casual Children's Services Room Assistant

Title of position

Children's Services Room Assistant

Special conditions

- Works under supervision with guidance and direction.
- May be required to attend out of hours meetings, training and service functions
- Working with children (Ochre Card)

Experience, qualifications, training

- Certificate III in Children's Services or studying is required
- May be required to participate in Senior First Aid and other training
- Current compulsory certificates eg First Aid and Ochre Card

Position objectives

- Work within the Center's philosophy of care, and maintain confidentiality
- Support staff in the provision of quality child care, that meets the needs of individual children at an appropriate developmental level

Requirements of the job

Skills

- Effective communication skills
- Ability to accept supervision and seek direction
- Ability to nurture positive relationships with children
- Ability to interact with children in a positive, sensitive and respectful manner

Knowledge

- Knowledge of work practices
- Emerging knowledge of the organisations policies, procedures and philosophy
- Knowledge of current child care practices

Responsibilities and duties

Provision of child care

- Follow direction from Group Leaders, the Director or any other person authorised by the Director
- Report any emergency to the most senior staff member in close proximity, and assist as directed
- Report any hazard to Group Leader or the Director
- Changing nappies in accordance with the nappy changing and hand washing procedures
- Maintaining the cleanliness of the rooms including room and bathroom checklists
- Set up and pack up of outdoor equipment

Cleaning duties

- Wiping down surfaces
- Emptying bins

- Cleaning bathrooms and toilet areas
- Mopping floors
- Other cleaning duties as directed

DECLARATION

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

Name: _____

Signature: _____ Date: _____

Witness: _____

Signature: _____ Date: _____