



## Bayview Heights Community Kindergarten Kindergarten Assistant



### The Role

**Bayview Heights Community Kindergarten** is seeking a qualified Early Childhood Educator for the role of Kindergarten Assistant to start 5<sup>th</sup> October 2021. This is a full-time position (76 hours per fortnight) or two part-time roles (38 hours per fortnight) can be considered.

**Bayview Heights Community Kindergarten** is a single unit kindergarten operating 2 groups each week:

Group A - 8.00 a.m. to 5.00 p.m. Monday and Tuesday.

Group B - 8.00 a.m. to 3.06 p.m. alternate Wednesday and every Thursday and Friday.

### Requirements

- Minimum Certificate III in Children's Services or Early Childhood Education and Care (qualifications must be recognised by ACECQA). (Or be willing and able to study while you work to obtain).
- Current First Aid/CPR including Asthma & Anaphylaxis Certificates, current Blue Card and Positive Notice Letter. (Or willing and able to obtain prior to commencing work).
- Most importantly, a passion for working with children and a commitment to your role

### Duties

- Engage in activities for children. An interest in Nature Pedagogy and learning through the arts or willingness to have a go will be highly regarded.
- Understand and/or be willing and able to learn the compliance obligations as per the National law/regulations and centre policies and procedures around caring for children.
- Assist the Teacher
- Assist in the centre's daily routines and processes
- Assist in creating and maintaining the learning environment

Wages are offered in line with award rates.

**Applications Close:** 8<sup>th</sup> September 2021

You are asked to email [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au) or drop off in person to 6-8 Jasper Street the following:

- Some personal details about yourself in a one-page cover letter (in a Word or PDF document)
- Your resume (in a Word or PDF document)

On or before 10<sup>th</sup> September, shortlisted applicants will be contacted to attend an interview with the Teacher, a representative from the Volunteer Management Committee of the Kindergarten, and the Early Childhood Education Consultant in the week commencing 13<sup>th</sup> September.