

APPLICATION PACKAGE

Shire of East Pilbara

Creche Attendant

Job code: #063

Casual Pool | Newman

Jump into this fantastic opportunity!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Crèche Attendant (Casual)**. In this position, you will assist in the day to day operations of the crèche services, whilst ensuring the health, safety and wellbeing of the children in care. Ensure the safety and wellbeing of children and patrons at Newman Recreation Centre through exceptional customer service and adhering to policies and guidelines.

You will have:

- Current Senior First Aid Certificate
- Current Working with Children Check
- Demonstrated experience in the supervision of children
- Developed communication and interpersonal skills
- An understanding of practices and procedures relevant to childcare
- Self-management, time management and organisational skills

Remuneration and Benefits:

- Hourly rate between \$36.69 and \$40.49 (adult rate) inclusive of 25% casual loading
- Eligibility for Long Service Leave
- Discount on gym, recreation and aquatic centre memberships

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART** - **Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means this vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People & Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

Canvassing of Councillors or Selection Panel Members will disqualify your application

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Crèche Attendant
(Casual)

Directorate

Community
Services

Reports to

Crèche Supervisor

Position Number

#063

Position Level

LGIA 3

Position Summary

To effectively assist in the day to day operations of the crèche services, whilst ensuring the health, safety and wellbeing of the children in care. Ensure the safety and wellbeing of children and patrons at Newman Recreation Centre through exceptional customer service and adhering to policies and guidelines. To provide the public with child minding face opportunity to recreation services and exceed the public's expectations in areas including safety, customer service, venue presentation and service/event delivery. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and

quality of service, as directed;

- Proactively report and mitigate risks.

Role Accountabilities

- To provide assistance and support to the Crèche Supervisor and staff team ensuring the effective delivery of services at Newman Recreation Centre Crèche.
- Assist team members with activities.
- Closely supervise children using the Crèche, ensuring their safety at all times.
- Assisting with crèche compliance requirements as directed by the Supervisor and Coordinator.
- Maintain a safe, clean and healthy environment.
- Apply first aid assistance when required.
- Promote the Shire of East Pilbara's Code of Conduct and the Shire of East Pilbara's Policy Manual.
- Provide a high level of customer service to all those who visit Newman Recreation Centre Crèche.
- Maintain an awareness of all the Centre's activities and procedures, and provide this information to customers when requested.
- Maintain daily open communication with parents.
- Communicate regularly with Crèche Supervisor and other designated staff/contacts within the Shire of East Pilbara.
- Establish effective working relationships with all team members and apply sound communication skills.
- Undertake projects and other duties as



requested, which are in line with the position's responsibilities.

- Occasional relief in Gym & Membership Officer position and other duties as required.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Current Senior First Aid Certificate
- Current Working With Children Check
- Demonstrated experience in the supervision of children
- Developed communication and interpersonal skills
- Enjoys working with children
- Caring and nurturing approach with children
- Self-management, time management and organisational skills

Desirable Criteria

- Current West Australian 'C' Class Drivers Licence
 - Previous experience in a similar position in Western Australia
 - Knowledge of child development
 - An understanding of practices and procedures relevant to childcare
- Sound knowledge of safety practices

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
Pilbara
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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.