

POSITION DESCRIPTION

Position Title: Senior Creche Assistant	Position Number: ADMCAS-6
Department: Corporate and Commercial – Goldfields Oasis	Accountable to: Senior Officer Creche
Level and Step: 4/1	Salary Range: 66,857.1098 - 70,698.7745
Responsible for the supervision of: Directly responsible for the supervision of all Admin creche staff. No indirect supervisory responsibilities.	



Primary purpose of the position	Responsible for maintaining the efficient and safe functioning of the Creche's daily operations whilst ensuring appropriate supervision of attending children and staff.
Key accountabilities	<ol style="list-style-type: none"> 1. Assist with the planning, implementation, and evaluation of early childhood and school-aged development and create a caring environment that is inclusive, fun, and safe. 2. Maintain records and follow all procedures as required by the City of Kalgoorlie-Bouler and the Goldfields Oasis; 3. Maintain all levels of service in regard to site presentation, equipment maintenance and public health; 4. Ensure Centre procedures and practices are compliant with current statutory and regulatory requirements; 5. Manage the online booking system, enrolment forms, monthly statistics, and payroll accurately and in a timely manner; 6. Ensure regular workplace inspections are conducted for safety, presentation, and compliance; 7. From time to time, you may be required to work at other City Creche facilities due to operational demands and requirements; 8. Liaise with the Senior Officer Creche to manage and plan the School Holiday Program. 9. Publish, maintain and review all associated processes, and ensure personal safety at work and that of others; 10. Other accountabilities and responsibilities as directed by the Coordinator Programs, Senior Officer Creche and/or Manager Goldfields Oasis Recreation Centre.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond Promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgment and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/ manager and team colleagues to develop efficient operational practices and standards. 5. Apply knowledge and skills to ensure consistent quality outcomes.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. 100% management of registering into Skytrust including incidents and Sign in/ out sheet. 2. Less than 10% of bookings are made under parents' names. 3. Adhere to 100% of regulations for an unlicensed Creche. 4. Implement and manage School Holiday Program.

Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Demonstrated experience in working with children; 2. Excellent communication (verbal and written) and organizational skills; 3. Previous leadership experience including managing people and risk management; 4. Current Working with Children Check 5. Minimum age of 21 years and over as per regulations; 6. Current Senior First Aid Certificate and CPR; 7. Current satisfactory National Police Clearance; 8. Current WA "C" Class driver's license. 	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): _____ Employee Signature: _____ Date: _____

Position COA numbers