

Trinity Theological College, Leederville, Western Australia

Crèche Assistant (Casual)

Trinity Theological College (Trinity) exists to equip people for effective Christian service primarily through sound theological education. Trinity is a non-denominational college in the evangelical, reformed tradition and affiliated with the Australian College of Theology.

Trinity seeks expressions of interest for a **Crèche Assistant** to help with running a safe, healthy and welcoming Crèche for our students with young children (nursery to kindergarten age) wishing to study. The successful applicant will be a committed Christian who possesses the ability to relate warmly with others (especially children). This position may transition to the Crèche Coordinator.

Position Description

The Crèche Assistant will help with:

- Supervising children one morning a week during semester, ensuring the physical, mental and emotional safety of children that attend
- Providing children with guidance towards appropriate behaviour and positive social interaction
- Setting up and packing up
- Providing First Aid, if necessary

They will also provide coverage in the event that the Crèche Coordinator is unavailable (at an increased rate of pay).

Selection Criteria

1. Be a committed Christian who supports the mission, vision, and ethos of Trinity
2. Experience in supervising children of different age groups
3. Warm and positive person able to interact well with, and be sensitive to the needs of, people from a range of different backgrounds and ages
4. Ability to be firm and provide confident direction to people of all ages

Qualifications

Essential

1. Ability to obtain or possession of a Working with Children Check
2. Ability to obtain or possession of a current First Aid qualification which includes providing CPR, asthma and anaphylaxis management

Desirable

1. Diploma of Early Childhood Education and Care, or equivalent

Job Environment

- Casual employment (approx. 4 hours per week, during semester. Crèche runs on Wednesday mornings in semester 2, 2019)
- Pay rate based on the *Educational Services (Post-Secondary Education) Award*, Level 1, plus 9.5% superannuation
- Reports to Front Desk, and responsible to the Business Manager
- Shared car bay available
- Part of the selection process will involve a trial period

How to Apply

1. Submit an electronic application to the Business Manager by emailing employment@ttc.wa.edu.au with "Crèche Assistant" in the subject line and include all the following attachments:
 - a. A letter that briefly addresses Selection Criteria 1, as well as your suitability for the role (including relevant qualifications)
 - b. Resume (CV)
 - c. Name and contact details for the following referees:
 - i. Work experience (current/previous manager)
 - ii. Church pastor
2. Any questions should be directed to the Business Manager at the above email address
3. Applications will be acknowledged. If you do not receive an acknowledgement, please resubmit your application or phone us
4. This is an ongoing 'pool' to ensure sufficient coverage in the Crèche at Trinity. Successful applicants will be available on-call at the discretion of the Creche Coordinator. At present, only 2 staff will work during any given week