

## Trinity Theological College, Leederville, Western Australia

### Crèche Assistant (Casual)

#### Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates now serve in churches or parachurch ministries in Australia and beyond. Our Certificate in Christian Studies (*Trinity at Night* and *Trinity in Town*) has benefitted over 4000 people.

Trinity is an independent theological College with an evangelical and Reformed tradition. We treasure the person and work of God as Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in all matters of faith and conduct. Our training emphasizes: the gospel as the message of Scriptures, theological integration, learning in community, and various ministry applications. We are an affiliated college of the Australian College of Theology.

#### Who We Need

Trinity seeks 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 (particularly children).

#### About the Role

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 basic First Aid, if necessary

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

Trinity is committed to providing a safe and secure environment, particularly for Children and Vulnerable People. All employees are required to undergo regular training in Safe Ministry Conduct and adhere to its standards.

## 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
4. Ability to be firm and provide confident direction to people of all ages
5. Committed to upholding high standards of safety and care of children, including undergoing annual training and reporting any signs of abuse

## Qualifications

### *Essential*

1. Ability to obtain or possession of a Working with Children Check

### *Desirable*

1. Ability to obtain or possession of a current First Aid qualification which includes providing CPR, asthma and anaphylaxis management
2. Diploma of Early Childhood Education and Care, or equivalent

## Job Environment

- Casual employment (approx. 4 hours per week, during semester. Crèche currently runs on Wednesday mornings)
- Pay rate based on the *Educational Services (Post-Secondary Education) Award*, Level 1, plus 11% superannuation
- Reports to Front Desk, and responsible to the Business Manager
- Shared car bay available

## How to Apply

1. Submit an electronic application to the Business Manager by emailing [employment@ttc.wa.edu.au](mailto: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. 2 professional/work referees (including current/previous manager)
    - ii. 2 personal referees (including 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. Please apply ASAP! Applications will be reviewed upon receipt. Trinity reserves the right not to make an appointment