



Hillbrook Foundation Pty Ltd ABN: 36 168 434 913
45 Hurdcotte Street, Enoggera QLD 4051
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Relief Lead Educator Expression of Interest

The Crèche

Hillbrook Crèche is located on the Hillbrook Anglican School Campus and its exposure to the wider school curriculum and celebrations help make it a unique centre that supports the motto of the school, 'In Balance We Grow'.

Hillbrook Crèche provides developmental and educational Early Childhood programs for children in a warm, safe, nurturing play-based environment promoting self-understanding and self-esteem.

The nursery has a capacity for up to 8 babies and the kindergarten room has a capacity for up to 17 children. Currently the centre has 7 permanent staff consisting of 2 qualified Kindergarten teachers who job share, 1 Lead Educator who is also the Director, 3 Assistant Educators (one of which provides lunch time relief throughout the week) and 1 Administration Officer.

The Position

This is a casual relief position. Teacher/ educator shifts are from 8:00 am- 4:00 pm and lunch float shifts are from 11:00am-3:00pm, during the Hillbrook Anglican school terms only (approximately 39 weeks each year).

This position would ideally suit a person who is currently working part-time in the industry and would be interested in working extra hours to cover unexpected staff absences at the centre.

Desirable Competencies and Qualifications

- Possess, or actively be working towards, a Diploma in Early Childhood or other ACECQA approved and recognised qualification
- Current Paid or Exemption Blue card
- Current First Aid, with CPR and Asthma & Anaphylaxis training

Experience

- Previous experience working in early childhood or childcare environments
- Experience in EYLF
- Understanding of National Quality Framework

Skills

- Highly Developed Interpersonal Skills and ability to work cooperatively
- Flexible availability (available at short notice or ability to be on call)
- Ability to proactively respond to individual children's needs

Position Responsibilities

- Assist in the delivery of the daily program as planned by the Lead Educator.
- Share in the set - up of equipment and resources for activities in the outdoor play area in the morning.
- Ensure the safety, health and hygiene for all children in the room at all times,
- Share in tidying up and cleaning/disinfecting areas with other staff.
- Support positive relationships established with families and communicate information to parents at the end of the day.
- Complete any required documentation - sleep, nappy charts, incident, injury, trauma and illness records and Daily Reflections for the day.
- Encourage children to develop their independence and self-help skills through supportive toileting routines, meal times and transitions.
- Inform the Admin Officer of any family communication which relates to enrolments or planned absences.
- Ensure children are presented to staff for drop off and pick up as per Centre policy.
- Any other duties during the day as required by the Director.

Organisational Responsibilities

- Uphold and promote the policies, procedures and standards of Hillbrook Creche.
- Maintain confidentiality in issues relating to children, families and staff.
- Participate in all care and education duties as required with all children at the Creche.

Applications should be submitted to Elizabeth Dee, Administration Support Officer.

By email: crechepositions@hillbrook.qld.edu.au

Or, in writing to: Hillbrook Creche, Po Box 469, Everton Park QLD 4053

Please note: Only those short-listed applicants will be contacted to arrange an interview.