

## **JOB DESCRIPTION CHILD CARE SUPERVISOR**

- Hours of Work:** 27.5 hours per week (school term)  
7-9am and 2.30-6pm Weekdays  
Must be available up to 38 hours per week during vacation care.
- Responsible to:** Child Care Co-ordinator
- Employer:** Chester Hill Neighbourhood Centre Management Committee
- Salary & Conditions:** In accordance with the Miscellaneous Workers Kindergarten and Child Care Centres (State) Award NSW

### **Duty Statement:**

The Child Care Supervisor is to assist the Child Care Co Ordinator with the day to day care of the children and programs offered.

The Supervisors responsibilities are to assist the Co Ordinator to:

- Supervise Child Care Educators and children, and ensure that the supervision of children indoors and outdoors is adequate at all times, programs are suitable to their needs and develop the social, intellectual, cultural and physical abilities of each child.
- Ensure children with special needs are adequately catered for and the Programs allow them maximum participation in all activities
- Ensure Quality Improvement and meeting all Child Care Regulations.
- Ensure nutritional food/drink is available for the children's breakfast and afternoon tea.
- Regularly check resources and maintenance needs and report these to the Co ordinator
- Provide a program of activities
- Ensure that the Centre is left clean, tidy and secure each day
- Create staff rosters for bus run, toilet monitoring (soap & toilet paper, cleanliness etc) bins, kitchen clean and pack up play & craft equipment.
- Assist with supervising Work Experience Students and Volunteers
- Any other duties as required by the co ordinator



## VACANCY

### CHILD CARE SUPERVISOR

This is a permanent part-time position, 27.5 hours per week school term and up to 38 hours per week vacation care, and is based at Chester Hill Before and After School Care & Vacation Care Centre at 231 Wellington Rd Chester Hill. The position reports to the Child Care Co ordinator and involves supporting the Child Care Co Ordinator with direct supervision of children and staff and programming of activities. Salary is based on the Miscellaneous Workers Kindergarten and Child Care Centres (State) Award.

#### **Essential:**

- Qualifications (Min Diploma preferred) and experience working with children aged 5-12 in a similar setting
- Completed Child Protection Training
- Comprehensive understanding of Licensing, Accreditation and Regulations pertaining to an Out of School Hours Child Care Service
- Ability to supervise staff
- Ability to work independently and part of a team
- High level of communication and organisational skills
- Current Drivers License
- Must not be a Prohibited Person (supply two recent references)
- Current First Aid Certificate
- Commitment to EEO
- Computer Literate (preferably with knowledge of Quik Kids)
- WWC and Police Check
- Fully Covid 19 Vaccinated

#### **Desirable:**

- LR License

Written applications addressing each of the above criteria to Manager. Chester Hill Neighbourhood Centre – email to - [manager@chnc.org.au](mailto:manager@chnc.org.au). Applications close Friday 3rd April 2023