



POSITION DESCRIPTION

Title	Creche Assistant
Position Classification:	Local Government (State) Award: Band 1 Level 2
Salary Range:	Grade 7 to 13
Status:	CASUAL
Position reviewed on:	12 March 2025
Position reviewed by:	Coordinator Aquatic Programs
Division:	Open Space and Infrastructure Services
Department:	North Sydney Olympic Pool (NSOP)
Section:	NSOP
Reports to:	Creche Team Leader
Special Conditions	The ability to work weekend, early morning, and afternoon/evening shifts if and or when required. This is a child-related position under the definition of Council's Child Protection Policy and the Child Protection (Prohibited Employment) Act 1998. This position has delegations under the Local Government Act (1993).

1. PURPOSE OF THE POSITION

Responsible for providing professional child-minding services to North Sydney Olympic Pool's (NSOP) customers. The Creche Assistant will assist the Creche Team Leader in the daily tasks of running the creche whilst providing a safe, enjoyable, and engaging environment to all children. This will include providing care and supervision, as well as assisting with the daily programming of activities and participating in peripheral programs such as birthday parties and vacation care.

2. KEY OPERATIONAL RESPONSIBILITIES

2.1 Daily Operations and Supervision

- Assist the Crèche Team Leader in the daily operations of the crèche.
- Ensure the wellbeing, safety, and adequate supervision of all children at all times.
- Provide clear communication regarding all policies and procedures, including parental responsibilities such as sign-in requirements.
- Support the Crèche Team Leader in setting up equipment and toys for the day, ensuring all toys are in safe working order, cleaned, and properly stored at the end of each shift.
- Maintain high standards of hygiene and cleanliness to provide a safe and welcoming environment.
- Provide milk and change nappies in accordance with NSOP Crèche Procedures as required.
- Perform incidental cleaning and housekeeping duties as needed.
- Instruct and/or host additional aquatic programs provided by NSOP, including but not limited to birthday parties, holiday programs, and vacation care.

2.2 Policy and Procedures

- Adhere to all Child Safe Policies in all interactions with children in the crèche.
- Assist with administrative tasks related to crèche operations as required.
- Complete incidental administrative duties, including accident/incident reports when necessary.

2.3 Communication and Relationships

- Develop and maintain positive and effective relationships with parents and guardians.
- Show care and respect for each child, responding appropriately to their individual needs.
- Provide and receive constructive feedback to support continuous learning and improvement.
- Attend staff meetings and training as required.

2.4 Child development and activities

- Assist in the development and provision of structured programs and activities to support children's social, emotional, intellectual, and physical development and wellbeing.

- Use positive techniques of guidance to assist with children's behaviour management

Other duties

Other duties may be allocated by the manager or supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training / development plan.

Note: Key tasks include, but are not limited to, those tasks associated with those listed above.

3. KEY CORPORATE RESPONSIBILITIES**3.1 Council's Vision and Core Values**

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Work Health and Safety

Observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Work Health and Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WHS risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.11 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.12 Teamwork

Support and promote teamwork through:

- Co-operation
- Communication
- Sharing of relevant information
- Provision of responsive and accurate advice
- Maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.13 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

4. CONTACTS ARISING FROM THE POSITION

Reports to: Creche Team Leader

Supervises: Directly: N/A

Indirectly: N/A

5. SELECTION CRITERIA**Essential**

- Current First Aid and CPR Certificates
- Commitment to Child-Safe Principles
- Knowledge of and ability to plan and implement age-appropriate activities for children.
- Demonstrated experience in providing quality care for children.
- Be able to satisfy the requirement of the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulations 2013 and provide a current NSW Working with Children Clearance; and adhere to Workplace Health and Safety requirements.

Desirable

- Current Provide First Aid in an Education and Care Setting or equivalent.
- Child Protection Certificate, Asthma and Anaphylaxis training.
- Certificate III in Children's Services or equivalent / equivalent relevant experience.

- Experience and knowledge of local government practices, regulations, and policies.
- Additional experience or qualifications in the leisure industry, such as certifications in business management, fitness, customer service or swimming, are advantageous.

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed)

Employee's Signature Date