



## CITY OF ALBANY POSITION INFORMATION CHILD CARE EDUCATOR (QUALIFIED)

**POSITION:** Child Care Educator (Qualified)

**LOCATION:** Community Services/ Day Care/ Albany Regional Daycare, Collie Street

**DATE:** April 2025

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

### CONDITIONS OF EMPLOYMENT:

**Agreement:** City of Albany Industrial Agreement 2023

**Status:** Permanent, Part time

**Salary:** Level 4.1 to 4.3 (\$72,446.20 to \$ 74,788.40 pro-rata pa) dependant on skills, knowledge and experience.

**Ordinary Hours:** Part time hours include 91.2 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 6.00am and 6.00pm.

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months

**Medical:** Appointment is subject to a pre-employment medical declaration.

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

**Working with Children Check:** Appointment is subject to provision and verification of a Working with Children Check

***For further enquiries, please contact Facilities Manager, Letitia Stone on  
(08) 6820 3650 or [letitia.stone@albany.wa.gov.au](mailto:letitia.stone@albany.wa.gov.au).***



**CITY OF ALBANY  
HOW TO APPLY  
CHILD CARE EDUCATOR (QUALIFIED)**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

**To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.**

Your cover letter must also cover the following information:

- Well-developed communication skills for interaction with children, staff and parents.
- Well-developed time management and organisation skills.
- Well-developed teamwork skills.
- Knowledge of Children's Services, the National Quality Framework and Early Years Learning Framework (EYLF).
- Diploma in Early Childhood Education & Care or equivalent.
- Previous experience in a similar role and/or with age groups 0 to 6.
- Working with Children Check.
- Current First Aid Certificate.