



**CITY OF ALBANY
POSITION INFORMATION
CHILD CARE EDUCATOR ASSISTANT**

POSITION: Child Care Educator Assistant

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

DATE: January 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 (0.4 FTE)

Salary: Level 2.1 to 3.4 (\$29,310.21 - \$69,538.01 per annum, pro rata) dependent on age, skills, qualifications and experience

Ordinary Hours: 60.8 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 6.00am and 6.00pm.

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements.

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 as per City of Albany Industrial Agreement 2023.

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

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

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



**CITY OF ALBANY
HOW TO APPLY
CHILD CARE EDUCATOR ASSISTANT**

APPLY ONLINE FOR THIS VACANCY AT 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:

Skills

- 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)
- Minimum Certificate III in Early Childhood Education and Care or equivalent
- Previous experience in a similar role and/or with age groups 0 to 6.
- Current working with Children Check