



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

POSITION: Child Care Educator Assistant/Qualified

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

DATE: July 2025

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing, casual 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: Casual Employment

Salary: Level 2.1 to 4.3 Casual employment (\$19.28 - \$49.20 per hour) depending on age, qualifications and experience.

Rate is inclusive of 25% loading in lieu of entitlements, such as paid leave, an ongoing commitment of work, notice of termination and redundancy.

Ordinary Hours: Monday to Friday between the hours of 6.00am and 6.00pm.

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: Appointment is subject to a valid Working with Children Card from WA Government.

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



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

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

- Knowledge of Children's Services, the National Quality Framework and Early Years Learning Framework (EYLF)

Experience and Qualifications

- 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.
- Working with Children Check
- Current First Aid Certificate

To be considered for a level 3.5 of above position you must hold a Diploma of Early Childhood Education and Care (or equivalent).