

## Trinity Theological College, Leederville, Western Australia

### Crèche Coordinator (Casual)

Trinity Theological College (Trinity) exists to equip people for effective Christian service primarily through sound theological education. Trinity is a non-denominational college in the evangelical, reformed tradition and affiliated with the Australian College of Theology.

Trinity seeks a **Crèche Coordinator** to oversee and run a safe, healthy and welcoming Crèche for our students with young children (nursery to kindergarten age) wishing to study. The successful applicant will be a committed Christian who possesses the ability to relate warmly with others (particularly children), be assertive, proactive and have good organisational skills.

#### Position Description

The Crèche Coordinator will:

- Supervise children one morning a week during semester (with the help of volunteers), ensuring the physical, mental and emotional safety of children that attend
- Provide children with guidance towards appropriate behaviour and positive social interaction
- Plan and prepare age appropriate activities, set up and pack up
- Coordinate and supervise a roster of volunteers
- Assist in maintaining compliance with the *Department of Local Government and Communities guidelines to providing a Crèche*, including attendance records and related paperwork
- Provide First Aid, if necessary

#### Selection Criteria

1. Be a committed Christian who supports the mission, vision, and ethos of Trinity
2. Experience in supervising children of different age groups
3. Warm and positive person able to interact well with, and be sensitive to the needs of, people from a range of different backgrounds and ages
4. Ability to be firm and provide confident direction to people of all ages
5. Administration and filing experience will be highly regarded

#### Qualifications (evidence to be provided with application)

##### *Essential*

1. Ability to obtain or possession of a Working with Children Check
2. Ability to obtain or possession of a current First Aid qualification which includes providing CPR, asthma and anaphylaxis management

##### *Desirable*

1. Diploma of Early Childhood Education and Care, or equivalent

## Job Environment

- Casual employment (approx. 5 hours per week, during semester. Crèche will run on Wednesday mornings in semester 1, 2019; but has previously been on Friday morning)
- Pay rate based on the *Educational Services (Post-Secondary Education) Award*, Level 2, plus 9.5% superannuation
- Reports to Front Desk, and responsible to the Business Manager.
- Shared car bay available

## How to Apply

1. Submit an electronic application to the Business Manager by emailing [employment@ttc.wa.edu.au](mailto:employment@ttc.wa.edu.au) with “Crèche Coordinator” in the subject line and include all the following attachments:
  - a. A letter that briefly addresses Selection Criteria 1, as well as your suitability for the role (including relevant qualifications)
  - b. Resume (CV)
  - c. Name and contact details for the following referees:
    - i. Work experience (current/previous manager)
    - ii. Church pastor
2. Any questions should be directed to the Business Manager at the above email address
3. Applications will be acknowledged. If you do not receive an acknowledgement, please resubmit your application or phone us (note that the office will be closed during the Christmas period)
4. Applications close **4pm, 11<sup>th</sup> January 2019**. Trinity reserves the right not to make an appointment