



play discover grow

# STAVERTON Kindergarten

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## **After Kindy Hours Care (AKHC) Coordinator Position**

A position has become available to join the Staverton Kindergarten team in 2024. Hours of employment would be Monday- Friday 2:15-5:30 pm term time. However we would consider a flexible/ job share arrangement, so please apply if you wish to be considered for only a few days.

### **About Staverton Kindergarten**

Staverton Kindergarten is a not-for-profit community kindergarten, with a caring and dedicated team of educators who strive for excellence in early childhood education through safe, guided and supported play. The centre has 2 units with 4 groups of children attending for a 5 day fortnight. After Kindy Hours Care AKHC is available until 5:30pm.

### **The position**

The Coordinator of the After Kindy Hours Care (AKHC) is responsible for the effective and efficient operation and management of the Program in accordance with current Centre policies and standards and any specific directions of the Management Committee of Staverton Kindergarten. The coordinator will report to the Nominated Supervisor of the centre who reports to the Management Committee.

### **Duties**

- Implement an educational program in accordance with the national curriculum EYLF (Early Years Learning Framework) and the Queensland Kindergarten Learning Guidelines.
- Observe, plan for and document learning with the children in the class.
- Provide support and work collaboratively with other staff in the centre to maintain an efficient and well organised learning environment.
- Develop meaningful and supportive relationships with children, parents/caregivers, colleagues, and management committee members.
- Actively participate in the functioning of the centre, participating in events and professional development opportunities, becoming involved in the overall “wellbeing” of the centre community.

### **Candidates must hold:**

The Coordinator must hold a minimum 2 year qualification in a field directly relevant to the operation of an After Kindy Hours Care Service (e.g. Diploma of Early Childhood Education & Care) and have some experience in early childhood settings.

The Coordinator must hold a;

- Current Certificate in ***Provide an Emergency First Aid Response in an Education & Care Setting – HLTAID004*** or must be willing to obtain prior to commencement of position.
- Current **Blue Card** (Paid Employee).
- Current **child protection training** would be advantageous

### **Application**

If you wish to apply for this position, please address your enquiries and/or application and resume to Carrie Grassick at [nominatedsupervisor@staverton.com.au](mailto:nominatedsupervisor@staverton.com.au). Applications must include at least 2 current referees. Interviews will be held as soon as possible.