

Childcare Assistant Job Description

A comprehensive job description template
for Australian health and care businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and early childhood education industry practices at the time of publication. You should review and tailor this template to suit your business, service type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Childcare Assistant / Early Childhood Assistant / Childcare Support Worker

1.2 Position Summary

The Childcare Assistant supports qualified educators in providing quality early childhood education and care in childcare centres, kindergartens or preschools. This role involves supervising children, assisting with educational activities, supporting children's development and wellbeing, and maintaining safe, nurturing environments that promote learning through play.

The position requires patience, energy and a genuine love of working with children. Childcare Assistants must work collaboratively with educators, communicate effectively with families and contribute to implementing developmentally appropriate programs that meet the National Quality Framework standards.

1.3 Reporting Structure

This position reports to:

- Room Leader / Lead Educator
- Educational Leader / Senior Educator
- Centre Director / Service Manager

1.4 Employment Type

This position is available as:

- Casual (variable shifts based on centre needs)
- Part-time (regular rostered days)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Child Supervision and Care

- Supervise children during play, activities and routines
- Ensure safety and wellbeing of all children at all times
- Assist with mealtimes, nappy changes and toileting
- Support children's rest and sleep routines
- Respond promptly to children's needs and emotions
- Provide comfort and reassurance to upset or anxious children
- Maintain required educator-to-child ratios

2.2 Educational Activities and Learning Support

- Assist educators with implementing daily programs and activities
- Set up and pack away learning experiences and materials
- Engage children in play-based learning activities
- Support children's participation in group activities
- Read stories, sing songs and facilitate creative activities
- Encourage children's exploration, curiosity and learning
- Support children with varying abilities and learning styles

2.3 Child Development and Wellbeing

- Support children's social and emotional development
- Encourage positive behaviour and social interactions
- Help children develop self-help skills and independence
- Support children's language and communication development
- Promote physical activity and motor skill development
- Observe and report on children's development and wellbeing
- Implement individual support strategies as directed

2.4 Health, Safety and Hygiene

- Maintain clean, hygienic and safe learning environments
- Follow infection control and hygiene procedures
- Conduct regular safety checks of indoor and outdoor areas
- Monitor children for signs of illness or injury
- Administer first aid when required
- Follow food safety procedures during meal preparation and service
- Report hazards, incidents and accidents immediately

2.5 Family Communication and Partnerships

- Greet families warmly during drop-off and pick-up
- Communicate with families about their child's day
- Share observations about children's activities and achievements
- Respond to family questions and concerns professionally
- Support culturally responsive practices
- Build positive relationships with families
- Maintain confidentiality of family information

2.6 Environment and Resources

- Maintain clean, organised and inviting learning spaces
- Set up indoor and outdoor environments for activities
- Clean and sanitise toys, equipment and surfaces regularly
- Monitor and replenish resources and materials
- Assist with laundry, dishes and general housekeeping
- Ensure equipment is safe and well-maintained
- Create attractive, stimulating learning environments

2.7 Documentation and Compliance

- Complete daily attendance records and sign-in/out sheets
- Document observations of children's learning and development
- Complete incident, accident and illness reports
- Maintain confidential records appropriately
- Follow National Quality Framework requirements
- Participate in quality improvement activities
- Comply with centre policies and procedures

3. Required Skills and Attributes

3.1 Essential Skills

Child Development Knowledge

Understanding of child development stages and milestones. Knowledge of age-appropriate activities and play. Awareness of children's physical, social, emotional and cognitive needs. Understanding of positive behaviour guidance strategies.

Communication and Interpersonal Skills

Ability to communicate effectively with young children at their level. Clear communication with families and colleagues. Active listening skills. Patience and calm communication during challenging situations. Professional written communication for documentation.

Supervision and Safety Awareness

Constant awareness of children's safety and whereabouts. Ability to identify and respond to risks and hazards. Quick thinking in emergency situations. Understanding of supervision requirements and ratios. First aid and emergency response skills.

Teamwork and Collaboration

Ability to work cooperatively with educators and colleagues. Support for room leaders and educational programs. Flexibility to work across different age groups. Willingness to contribute to team goals and quality improvement.

3.2 Personal Attributes

- Warm, caring and nurturing demeanour with children

- High energy levels and enthusiasm
- Patience and emotional stability
- Reliability and punctuality
- Professional appearance and hygiene standards
- Creativity and playfulness
- Cultural sensitivity and inclusivity
- Positive attitude and sense of humour
- Commitment to children's wellbeing
- Willingness to learn and develop professionally

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Currently enrolled in or completed Certificate III in Early Childhood Education and Care
- Current First Aid certificate including asthma and anaphylaxis management
- Current CPR certificate
- Working with Children Check (or state equivalent)
- National Police Check (within last 12 months)
- Eligibility to work in Australia
- Immunisation records or immunisation history statement
- Ability to work Monday to Friday during centre operating hours

4.2 Desirable Qualifications

- Completed Certificate III in Early Childhood Education and Care
- Food safety certificate
- Additional training in special needs or inclusion
- Behaviour management training
- Additional language skills
- Previous experience in childcare settings
- Student placement or practicum experience

4.3 Experience

Previous experience working with children in childcare, kindergarten or similar settings is valued. Entry-level positions are available for trainees and students completing their Certificate III qualification. Experienced assistants should demonstrate understanding of the National Quality Framework, child development principles and ability to work effectively in team environments.

5. Working Conditions

5.1 Hours of Work

- Monday to Friday during centre operating hours (typically 7am-6pm)
- Shifts typically 6-8 hours per day
- Early morning and late afternoon shifts available
- Closed on weekends and public holidays (in most centres)
- Roster provided in advance
- School holiday periods may have varying demands

5.2 Physical Requirements

- Ability to sit, kneel and play at children's level for extended periods
- Physical capability to lift and carry children (up to 20kg)
- Ability to stand and walk throughout shift
- Energy for active play and outdoor activities
- Manual dexterity for activities like craft and food preparation
- Good vision and hearing for supervision and interaction

5.3 Work Environment

- Indoor childcare centre or kindergarten environment
- Outdoor play areas in various weather conditions
- Moderate to high noise levels from children at play
- Fast-paced environment requiring constant attention
- Exposure to childhood illnesses and bodily fluids
- Work with age groups from babies to school-age children

5.4 Uniform and Presentation

- Centre-provided uniform or specific dress code
- Comfortable, practical clothing suitable for active play
- Closed, flat footwear required
- Neat and professional appearance
- Minimal jewellery for safety
- Hair tied back if long
- Name badge to be worn

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Children's Services Award 2010 (MA000120). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in childcare and early childhood education services.

6.2 Classification Level

Childcare Assistants are generally classified under the award as:

- Level 2: Assistant without Certificate III or student in training
- Level 3: Assistant with Certificate III in Early Childhood Education and Care
- Level 4: Experienced assistant with additional qualifications or responsibilities

The specific classification level will be determined based on qualifications and experience.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates and allowances for:

- Early morning work (before 7am): Additional loading may apply
- Evening work (after 6pm): Additional loading may apply
- Saturday work: Higher rates apply (if centre operates)
- Sunday work: Premium rates apply (if centre operates)
- Public holidays: Premium rates apply (if centre operates)

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Children's Services Award 2010 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Treat all children, families and colleagues with respect and dignity
- Maintain confidentiality of children and family information
- Follow all centre policies, procedures and the Code of Ethics
- Comply with National Quality Framework standards
- Arrive on time and prepared for shift
- Notify centre immediately if unable to attend shift

7.2 Child-Centred Practice

- Respect each child as an individual with unique needs
- Provide warm, responsive interactions with all children
- Support children's agency, voice and participation
- Use positive guidance strategies

- Create inclusive, supportive environments
- Promote children's rights and wellbeing

7.3 Safety and Quality

- Maintain constant supervision of children
- Follow all safety and hygiene procedures
- Report all incidents, accidents and concerns immediately
- Maintain safe learning environments
- Follow mandatory reporting requirements for child protection
- Participate in quality improvement processes

7.4 Teamwork Expectations

- Work collaboratively with all educators and staff
- Communicate effectively during handovers
- Support room leaders and educational programs
- Share information relevant to children's care
- Accept feedback and guidance professionally
- Contribute positively to team culture

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Cover letter outlining experience with children and motivation for childcare
- Copies of qualifications (Certificate III or evidence of enrolment)
- First Aid, CPR, asthma and anaphylaxis certificates
- Contact details for two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview
- In-person interview and centre tour
- Practical observation or working interview with children
- Reference checks
- Working with Children Check verification
- National Police Check

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the centre.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____