

Early Childhood Assistant Job Description

A comprehensive job description template
for Australian childcare and early learning services

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 practices at the time of publication. You should review and tailor this template to suit your service, 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

Early Childhood Assistant / Childcare Assistant / Support Worker

1.2 Position Summary

The Early Childhood Assistant is an entry-level position supporting qualified early childhood educators in providing quality care and education to children. This role involves assisting with daily routines, supervision, room setup and general duties under the direction of qualified staff. The position is ideal for individuals who are passionate about working with children and may be studying towards early childhood education qualifications.

The assistant works under supervision to support educators in implementing the educational program, maintaining a safe and hygienic environment, and meeting the developmental needs of children. Responsibilities include helping with mealtimes, nappy changes, rest times, setting up activities, cleaning and tidying, and engaging positively with children and families.

1.3 Reporting Structure

This position reports to:

- Room Leader / Lead Educator
- Qualified Childcare Educator
- Centre Director / Service Manager

1.4 Employment Type

This position is available as:

- Casual (flexible shifts as required)
- Part-time (regular rostered shifts)

2. Key Responsibilities

2.1 Educator Support

- Assist qualified educators in implementing daily programs and activities
- Follow directions and guidance from room leaders and qualified staff
- Support educators in delivering learning experiences for children
- Help prepare and set up materials for planned activities
- Observe and report children's behaviour and development to educators
- Work as part of a team to meet children's needs
- Assist with documenting children's learning and observations as directed

2.2 Child Supervision and Engagement

- Support supervision of children during indoor and outdoor play
- Engage positively with children through play and conversation
- Assist during meal times, rest times and routine transitions
- Monitor children's safety and wellbeing at all times
- Respond to children's needs with patience and understanding
- Encourage positive behaviour and social interactions
- Support children's independence and self-help skills

2.3 Room Setup and Environment

- Prepare learning environments and activity areas each day
- Set up equipment, toys and resources as directed
- Organize indoor and outdoor play spaces
- Ensure learning materials are accessible and well-presented
- Pack away and store equipment appropriately
- Maintain an inviting and stimulating environment for children

2.4 Hygiene and Personal Care

- Assist with nappy changes and toileting routines
- Support children with handwashing and personal hygiene
- Follow infection control procedures at all times
- Maintain high standards of cleanliness and hygiene
- Change bed linen and prepare rest areas
- Assist with sunscreen and hat application
- Follow safe nappy changing protocols and procedures

2.5 Meal Assistance and Food Handling

- Assist with food preparation, serving meals and snacks
- Support children during mealtimes with feeding and encouragement
- Follow food safety and hygiene procedures
- Be aware of children's dietary requirements and allergies
- Clean up after meals and wash dishes as required
- Set up and pack away meal areas
- Monitor food temperatures and storage as directed

2.6 Cleaning and Maintenance Duties

- Keep rooms tidy and organized throughout the day

- Clean and sanitize toys, equipment and surfaces regularly
- Vacuum, sweep and mop floors as required
- Clean bathrooms and change areas
- Empty bins and maintain waste disposal procedures
- Launder and fold children's linen, towels and dress-up items
- Report maintenance issues and safety hazards to supervisor

3. Required Skills and Attributes

3.1 Essential Skills

Willingness to Learn

Enthusiasm for working with children and eagerness to learn from qualified educators. Receptive to feedback and willing to develop skills in early childhood care. Open to training and professional development opportunities. Commitment to understanding child development and best practices.

Communication Skills

Ability to communicate effectively with children at their developmental level. Clear communication with educators, families and colleagues. Following instructions and asking questions when unsure. Reporting concerns and observations appropriately. Friendly and approachable manner with families.

Reliability and Punctuality

Consistent attendance and punctuality to maintain required ratios. Dependability in completing assigned tasks. Commitment to rostered shifts. Notifying management promptly if unable to attend. Understanding the importance of reliability in childcare settings.

Physical Fitness

Physical capability to lift children and equipment safely. Stamina to work actively throughout shifts including bending, kneeling and sitting on floor. Ability to participate in active play and outdoor activities. Energy to keep pace with young children throughout the day.

3.2 Personal Attributes

- Genuine love and patience with children
- Warm, caring and nurturing personality
- Team player who works cooperatively with others
- Positive attitude and initiative
- Attention to detail and cleanliness
- Calm and patient in busy environments
- Flexible and adaptable to changing situations
- Professional and respectful manner
- Commitment to child safety and wellbeing
- Understanding of confidentiality requirements

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Working with Children Check (valid and current)
- National Police Check (no older than 6 months)
- First Aid certificate, CPR and Asthma/Anaphylaxis training (or willing to obtain)
- Immunization history statement or evidence of immunity
- Eligibility to work in Australia
- Physical fitness for childcare duties
- Ability to work flexible shifts including early starts or late finishes

4.2 Desirable Qualifications

- Currently studying Certificate III in Early Childhood Education and Care
- Previous experience working with children (paid or voluntary)
- Food handling certificate
- Understanding of child development principles
- Experience in childcare, babysitting or education settings
- Knowledge of National Quality Framework and Early Years Learning Framework

4.3 Experience

This entry-level position is suitable for school leavers, career changers or those beginning their early childhood career. No prior formal childcare experience is required, however any experience with children through babysitting, volunteering, sports coaching or family care is valued. Training and mentoring will be provided by qualified educators to support your development and learning.

5. Working Conditions

5.1 Hours of Work

- Centre operating hours typically 6:30am to 6:30pm Monday to Friday
- Shifts may include early starts (from 6:30am) or late finishes (until 6:30pm)
- Part-time positions typically 15-30 hours per week
- Casual positions with variable shifts based on centre needs
- Roster provided in advance as per award requirements
- No weekend or public holiday work (most services)

5.2 Physical Requirements

- Standing, walking, bending and kneeling throughout shifts
- Lifting children and equipment (up to 15kg regularly)

- Sitting on floor for extended periods during play
- Working outdoors in various weather conditions
- Physical activity including running, climbing and active play
- Manual handling of furniture, equipment and resources

5.3 Work Environment

- Indoor and outdoor early childhood education settings
- Working with babies, toddlers or preschool-aged children
- Busy, active and sometimes noisy environments
- Exposure to childhood illnesses and infections
- Working as part of a team under supervision
- Regular interaction with children, families and colleagues

5.4 Dress Code and Presentation

- Comfortable, practical clothing suitable for active work with children
- Enclosed, flat, non-slip footwear required
- Centre uniform or polo shirt (if provided)
- Minimal jewelry for safety reasons
- Hair tied back if long, nails kept short and clean
- Professional appearance and good personal hygiene

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 early childhood education and care services throughout Australia.

6.2 Classification Level

Early Childhood Assistants are classified under Level 2 of the award:

- Level 2.1: Introductory early childhood support worker (first 6 months)
- Level 2.2: Early childhood support worker (after 6 months)
- Level 2.3: Support worker undertaking or holding partial qualification

This classification applies to unqualified workers who assist qualified educators under supervision and are not counted in ratio requirements.

6.3 Penalty Rates and Allowances

Employees may be entitled to penalty rates for work performed:

- Saturday: 150% of base rate (if centre operates weekends)
- Sunday: 175% of base rate (if centre operates weekends)
- Public holidays: 225% of base rate (if centre operates public holidays)
- Early morning (before 7am) or evening (after 6pm) loadings may apply

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

- Arrive on time for all shifts ready to commence work
- Notify management immediately if unable to attend rostered shift
- Maintain confidentiality regarding children, families and centre operations
- Follow all centre policies, procedures and educator directions
- Represent the centre professionally in all interactions
- Participate in team meetings, training and professional development

7.2 Child Safety and Wellbeing

- Maintain constant supervision and awareness of children's safety
- Follow safe work practices and risk management procedures
- Report any child safety concerns immediately to qualified educators
- Adhere to child protection policies and mandatory reporting obligations
- Implement behaviour guidance strategies consistent with centre philosophy
- Never leave children unsupervised or compromise ratio requirements

7.3 Health and Hygiene Standards

- Follow strict hygiene and infection control procedures
- Wash hands frequently and thoroughly throughout the day
- Wear gloves for nappy changes and handling bodily fluids
- Do not attend work if unwell or with infectious illness
- Clean and sanitize equipment and surfaces regularly
- Follow food safety procedures when handling food

7.4 Communication and Teamwork

- Work cooperatively with all educators and support staff
- Communicate openly and respectfully with team members
- Ask for help or clarification when unsure of tasks
- Share information about children's needs with room leaders

- Greet families warmly and communicate positively about their children
- Participate actively in team discussions and planning

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV outlining education and experience
- Cover letter explaining your interest in working with children
- Copy of Working with Children Check
- Copy of National Police Check (within 6 months)
- Copies of First Aid, CPR and Asthma/Anaphylaxis certificates (if held)
- Immunization history statement
- Contact details for two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with Centre Director or Educational Leader
- Centre tour and opportunity to observe the learning environment
- Reference checks with previous employers or personal referees
- Verification of Working with Children Check and police check
- Centre orientation and induction training upon successful appointment

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. We value diversity in our team and encourage applications from people of all backgrounds who share our commitment to quality early childhood education.

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 service.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____