

Nursery Assistant Job Description

A comprehensive job description template
for Australian early childhood education services

Service 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 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

Nursery Assistant / Nursery Educator / Infant Room Assistant

1.2 Position Summary

The Nursery Assistant provides nurturing care for babies and toddlers aged 0-2 years in the nursery room. This role is responsible for responding to the individual needs of infants through bottle feeding, nappy changes, settling for sleep, implementing age-appropriate sensory activities and maintaining clear communication with parents about daily care routines.

The position involves working within strict educator-to-child ratios (1:4 for infants), maintaining high hygiene standards, implementing safe sleep practices, observing and documenting developmental milestones and creating a calm, nurturing environment that supports each infant's physical, emotional and cognitive development during the critical early years.

1.3 Reporting Structure

This position reports to:

- Nursery Room Leader / Lead Educator
- Centre Director / Nominated Supervisor
- Educational Leader

1.4 Employment Type

This position is available as:

- Casual (flexible shifts based on service needs)
- Part-time (regular rostered shifts)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Infant Care

- Provide nurturing, responsive care for infants aged 0-2 years
- Respond promptly to crying, distress and individual needs
- Provide comfort, security and emotional support throughout the day
- Follow individual care routines and schedules for each baby
- Hold, cuddle and interact with infants throughout care routines
- Support infants through transitions and separation from parents
- Build secure attachment relationships with each child

2.2 Bottle Feeding

- Prepare bottles according to parent instructions and hygiene standards
- Feed infants according to individual schedules and cues
- Hold babies during bottle feeding for bonding and safety
- Monitor and record intake amounts for each feed
- Burp babies during and after feeds
- Sterilize bottles and equipment according to service procedures
- Introduce solids when developmentally appropriate and with parent approval

2.3 Nappy Changes

- Conduct regular nappy changes maintaining strict hygiene protocols
- Use nappy change times for one-on-one interaction and communication
- Monitor for signs of nappy rash or health concerns
- Record nappy changes and bowel movements on daily charts
- Dispose of nappies safely and maintain clean change areas
- Apply barrier creams as directed by parents
- Maintain dignity and respect during intimate care

2.4 Sleep Routines

- Settle infants for sleep according to individual routines and cues
- Implement safe sleep practices at all times
- Monitor sleeping infants every 10 minutes and document checks
- Maintain quiet environment during sleep times
- Pat, rock or comfort infants having difficulty settling
- Record sleep times and duration on daily charts
- Follow Red Nose safe sleep guidelines and service policies

2.5 Sensory Activities

- Plan and implement age-appropriate sensory play experiences
- Provide supervised tummy time to support motor development
- Engage infants with songs, rhymes and musical activities
- Offer sensory exploration with safe materials and textures
- Read books and show pictures during floor play
- Support gross motor development through play
- Document learning experiences and developmental observations

2.6 Parent Communication

- Provide daily verbal updates at drop-off and pick-up times
- Complete daily communication sheets including feeds, sleeps and nappy changes
- Share observations about development and milestones
- Build positive relationships with families
- Respond to parent questions and concerns professionally
- Share photos and stories of daily activities
- Follow communication preferences for each family

3. Required Skills and Attributes

3.1 Essential Skills

Nurturing Nature

Genuine love and compassion for babies and toddlers. Patient, gentle approach to infant care. Ability to provide emotional warmth, comfort and security. Understanding of attachment theory and responsive caregiving. Calm presence that helps infants feel safe and supported.

Attention to Detail

Meticulous attention to feeding schedules, sleep patterns and care routines. Ability to notice subtle changes in infant behavior or health. Accurate record-keeping and documentation. Following individual care plans precisely. Monitoring safety at all times.

Hygiene Awareness

Strict adherence to hygiene protocols for bottle preparation, nappy changes and cleaning. Understanding of infection control in infant care settings. Commitment to maintaining clean, safe environments. Proper hand hygiene and equipment sterilization.

Observation Skills

Ability to observe and interpret infant cues and non-verbal communication. Recognition of developmental milestones and progress. Identifying signs of illness or discomfort. Documenting meaningful learning experiences and development.

Physical Stamina

Physical capability for bending, lifting and carrying infants throughout shifts. Stamina for kneeling during floor play and care routines. Ability to work at infant level for extended periods. Energy for active engagement with young children.

Calm Demeanor

Ability to remain calm during crying or challenging behaviors. Soothing presence that helps settle distressed infants. Patience with repetitive care tasks. Maintaining composure in busy nursery environments.

3.2 Personal Attributes

- Patient and nurturing personality
- Reliable and punctual with excellent attendance
- Strong communication skills with parents and team

- Commitment to quality early childhood education
- Flexible and adaptable to changing routines
- Team player who collaborates effectively
- Respectful of diverse family cultures and practices
- Professional and ethical approach to infant care
- Genuine passion for working with babies
- Commitment to ongoing professional learning

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Current Working with Children Check (valid for relevant state/territory)
- National Police Check (no older than 6 months)
- Current First Aid certificate including CPR and anaphylaxis management
- Current asthma management training
- Eligibility to work in Australia (visa or citizenship)
- Physical capability for infant care duties including lifting
- Immunization history statement or evidence

4.2 Desirable Qualifications

- Certificate III in Early Childhood Education and Care
- Previous experience in nursery or infant care roles
- Safe sleep training (Red Nose guidelines)
- Bottle feeding and sterilization training
- Understanding of developmental milestones for 0-2 years
- Knowledge of attachment theory and responsive caregiving
- Experience with parent communication and daily documentation

4.3 Experience

Entry-level positions are available for candidates with a Certificate III or those working towards their qualification. Training will be provided in service procedures, safe sleep practices, bottle preparation, nappy changing protocols and parent communication. Previous experience in babysitting, nannying or infant care is highly regarded. Experienced nursery assistants should demonstrate strong infant care skills, ability to build relationships with families, thorough understanding of developmental stages and commitment to creating nurturing environments.

5. Working Conditions

5.1 Hours of Work

- Operating hours typically 6:30am-6:30pm Monday to Friday
- Shifts may include early starts or late finishes
- Roster provided in advance as per award requirements
- Flexibility may be required to cover staff absences
- Working within strict educator-to-child ratios at all times
- Closed on public holidays and service closure days

5.2 Physical Requirements

- Working with 0-2 year age group with high physical demands
- Frequent bending, lifting and carrying of infants (up to 15kg)
- Extended periods kneeling or sitting on floor during play
- Stamina for active engagement throughout shifts
- Ability to respond quickly to infant needs
- Working in often warm environments suitable for infants

5.3 Work Environment

- Working in dedicated nursery room with 0-2 year olds
- Maintaining 1:4 educator-to-child ratio for infants
- Exposure to crying, noise and demanding situations
- Strict hygiene protocols including bottle preparation and nappy changes
- Quiet environment during sleep times
- Close contact with infants throughout daily care routines
- Team-based environment with shared responsibilities

5.4 Health and Safety

- Exposure to childhood illnesses and infections
- Strict hand hygiene and infection control requirements
- Safe sleep monitoring and documentation required
- Manual handling of infants following safe practices
- Supervision requirements including sleep checks every 10 minutes
- Maintaining vigilance for choking and safety hazards

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 children's services including long day care, preschools and outside school hours care.

6.2 Classification Level

Nursery Assistants are generally classified under the award as:

- Level 2: Children's Services Employee with Certificate III or working towards qualification
- Level 3: Children's Services Employee with Certificate III and additional responsibilities

The specific classification level will be determined based on qualifications held and duties performed.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of base rate
- Sunday: 175% of base rate
- Public holidays: 225% of base rate
- Evening work (after 6pm): 125% of base rate

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 prepared for the day
- Notify supervisor immediately if unable to attend shift
- Maintain confidentiality regarding children and families
- Follow all service policies, procedures and the National Quality Framework
- Dress appropriately in comfortable, practical clothing
- Present professional image to families and visitors

7.2 Infant Care Standards

- Respond promptly and sensitively to infant cues and needs
- Maintain strict hygiene practices in all care routines
- Follow individual care plans and parent instructions precisely
- Implement safe sleep practices without exception
- Complete all required documentation accurately and promptly
- Maintain awareness of each child's location and wellbeing at all times

7.3 Health and Safety

- Follow all health and safety procedures including infection control
- Report all incidents, accidents and near misses immediately
- Conduct regular head counts and maintain correct ratios

- Identify and report safety hazards or maintenance concerns
- Administer first aid when required and qualified
- Monitor sleep every 10 minutes and complete sleep check documentation

7.4 Family Partnerships

- Build warm, respectful relationships with all families
- Provide clear communication about daily activities and care
- Share observations about development and learning
- Respect diverse family cultures, values and parenting approaches
- Respond professionally to questions and concerns
- Maintain privacy and confidentiality at all times

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including education and work history
- Cover letter outlining interest in infant care and relevant experience
- Copy of Certificate III in Early Childhood Education and Care (if held)
- Copy of current Working with Children Check
- Copy of First Aid, CPR, anaphylaxis and asthma certificates
- Contact details for at least two professional 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 Nursery Room Leader
- Practical observation or trial shift in nursery room
- Reference checks with previous employers or educators
- Verification of qualifications and mandatory checks
- Service induction and orientation program

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 are committed to creating inclusive, diverse early childhood education environments.

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: ____ / ____ / ____