

Rutherglen Kindergarten is one of the diverse range of services provided by Indigo North Health to residents of the Indigo Shire. The Kindergarten provides a quality educational program for young children and is a vital resource for pre-school aged children.

We invite applications from interested qualified persons for the following position:

EARLY CHILDHOOD ASSISTANT REQUIRED FOR OUR CASUAL POOL

Key Criteria:

- An approved Certificate III level Education and Care qualification or Diploma (or be working towards a qualification in accordance with the *Education and Care Services National Regulations 2011*).
- A current Working with Children Check, which demonstrates suitability for employment in a children's service.
- A current approved first aid qualification, anaphylaxis management training and emergency asthma management training, in accordance with the *Education and Care Services National Regulations 2011* and service policies.

Specialist skills and knowledge

- Experience in working with young children.
- Ability to plan and manage time effectively with limited direction.

Interpersonal skills

- Ability to communicate effectively with children, committee, parents, staff and other professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and committee.
- Well developed communication and self-motivation skills.
- Ability to ensure confidentiality of information.

Other

- Punctual, approachable, must be able to work in a team, dedicated and passionate about children, can develop and maintain positive and productive working relationships.
- Able to work on days Kindergarten sessions are run.

Further information can be obtained by contacting:
Jo Barron, Kindergarten Director,
Indigo North Health Inc, 168 High Street, RUTHERGLEN VIC 3685
Telephone: 02 6032 9456
Email: director@rutherglenkinder.com.au

Appointment is subject to a satisfactory police check
Indigo North Health Inc. is a non-smoking organisation