

Links to QA 8.4 "Management has an effective recruitment, orientation and induction processes for staff. "

What is a job description?

A job description is a written statement of the skills, duties and responsibilities required for the position. By having a clear Job Description for every position in your centre, including your Management Committee volunteers, everyone concerned is aware of the expectations attached to their role.



The job description breaks the position down to specific tasks and responsibilities. It can be a useful tool for avoiding disputes concerned with performance.

Job Descriptions should be prepared by the person currently in that position and the centre Coordinator/ Management Committee. Once agreed upon, the Job Description should be dated for the day it was approved by the Management Committee and a date for when it is next to be reviewed.

What should be included in a Job Description?

Formats for Job Descriptions vary but they should all include:

- Job Title
- Award and Classification
- Requirements for the job (experience, skills, qualifications)
- Accountability (who the job reports to)
- Extent of authority (limits, what independent decisions can be made without management approval)
- Responsibilities and tasks towards:
 - a) Children
 - b) Management Committee
 - c) Parents
 - d) Staff
 - e) Community
 - f) Administration

Sample job descriptions for coordinators and assistants are included in this fact-sheet, however, they should be tailored to individual services and include responsibilities to areas of concern such as OH&S and Quality Assurance.

For further information:

Staff Matters, a Network publication (book and video) deals with all aspects of staffing from recruitment to supervision to exit interviews. It is available from Network for \$25.00 (plus \$5.50 postage and handling).

Sample Job Description - Coordinator

POSITION: Coordinator

HOURS OF WORK: 35 hours per week
6.30am - 9.00am during term time
2.30pm - 6.00pm during term time

- A further 5 hours per week is paid for planning, preparing and administrative tasks.
- During school holidays the Coordinator will be required to be available for a Vacation Care Program. Rosters to be negotiated prior to each Vacation.

RESPONSIBLE TO: The Management Committee

SALARY & CONDITIONS:

In accordance with the Miscellaneous Workers Kindergartens and Child Care Centres Award

DUTY STATEMENT:

General Responsibilities:

The Coordinator is the authorised supervisor in charge of the service with day to day responsibility for the operation of the service. He or she will have experience and qualifications considered relevant and / or four years experience in OOSH services.

SPECIFIC RESPONSIBILITIES:

- To plan the Centre's program. The program should be balanced with a variety of passive and active activities. The program should be relevant to the local community.
- To recognise the needs of children at different stages of development and to ensure these needs are met.
- To check the Centre's equipment and make sure it is adequate before the program starts. Equipment should be varied enough to offer a stimulating program.
- To display the Centre's Program for all staff, parents and children so that everyone can understand what will be happening each day. This helps workers to follow the program, encourages parents to feel part of the Centre and can encourage children to participate in the program.
- To monitor and evaluate the program regularly and involve staff, children and parents in evaluation sessions.
- To make sure staff and children leave the Centre clean and tidy each day.
- To make sure supervision of children, indoors and outdoors and staff ratios are adequate at all times.
- To make sure children with special needs are adequately catered for and the program allows them maximum participation in activities.
- To evaluate Centre Policies the program along with the Management Committee.

- To make sure activities and experiences at the Centre can develop the social, intellectual, cultural and physical abilities of each child.
- To make sure staff and children and parents develop a sensitive positive relationship.
- To ensure that children enrolled in the program are accompanied and collected from school and arrive safely to the Centre/school.
- To make the removal of any unsafe items/equipment until repairs are completed.
- To write a report of monthly activities for the Management Committee and attend committee meetings as required.
- To build positive public relations with local schools, groups and authorities.
- To ensure that the Centre has working relationship with the school and its staff and that the Centre's activities and operations reflect this where appropriate.
- To ensure the security of the Centre by following the locking up and alarm setting procedures.
- To be responsible for the collection and banking of fees as required.
- To liaise with Administrator re fees in arrears, receipting, CCB payment summary etc.
- To be responsible for the petty cash expenditure and other expenditure agreed to by the Management Committee.
- To keep accurate records, including enrolment forms, time sheets and program plans required by the Centre.
- To organise publicity for the Centre in conjunction with the Management Committee.
- To attend planning meetings and training sessions as required.
- To encourage parent involvement.
- To supervise staff, allocate tasks and responsibilities according to job descriptions and encourage attendance at in service training.
- To discuss staffing issues with the Management Committee.
- To work with the Management Committee to evaluate this Job Description annually.

In addition to the above, the following points apply to Vacation Care:

- To plan, prepare and publicise the Vacation Care Program.
- To ensure excursions are organised within all relevant government policies.
- To make sure details are displayed predominately at the Centre advising where the group has gone, when they left and when they will return.

Sample Job Description - Assistant

POSITION: Assistant

HOURS OF WORK: 27.5 hours per week
7.00am - 9.00am during term time
2.30pm - 6.00pm during term time

During school holidays the Assistant will be required to be available for the Vacation Care Program. Rosters to be negotiated prior to each Vacation Care period.

RESPONSIBLE TO: The Coordinator and Management Committee

SALARY & CONDITIONS:

In accordance with the Miscellaneous Workers Kindergartens and Child Care Centres State Award

DUTY STATEMENT:

General Responsibilities:

The assistant is responsible to the Coordinator and assists with the day to day running of the Centre.

SPECIFIC RESPONSIBILITIES:

- To supervise the children at all times, ensuring their well being and safety.
- To recognise needs of children at different stages of development.
- To treat all children with dignity and respect.
- To implement the Centre's discipline procedures
- To assist actively in the planning, implementing and evaluation of the program.
- To work with other members of staff as a team.
- To attend staff meetings, in service courses, workshops etc as required.
- To have good relations with children and parents.
- To keep the Centre clean and tidy, ensuring that all materials and equipment are collected and packed away safely.
- To have satisfactory standards of behaviour and dress.
- To maintain positive public relations with local schools, groups and authorities.
- To carry out other duties related to the operation of the Centre as required by the Coordinator.

