



CHILDCARE COORDINATOR

(Permanent, full-time)

Role Highlights

- Manage the day-to-day operations of the College's Childcare service.
- Inaugural leader of the Childcare team in a bespoke facility in an established educational setting.
- Help to build and develop your own team.

The Role

All Saints' College will commence operating Little Saints Childcare in mid-2024 from its multi-million dollar new facility, Waabiny (Noongar for "play"), nestled in the heart of the picturesque 19-hectare grounds of the College's Bull Creek campus.

At Little Saints Childcare, we value each moment in a child's journey, connecting learning and growth through the power of play. Reporting to the Assistant Director of Junior School (Education and Care), you will be a key member of the Little Saints Leadership Team, with operational leadership responsibility for the Childcare (from 12 months through to Three-year-old Kindergarten) Service.

Key Responsibilities:

- Leading educators with the implementation of the Primary Carer model
- Providing operation leadership and direction to Childcare staff including recruitment, orientation, rostering, and relief arrangements
- Managing compliance activities of the Operational Requirements of the Education and Care National Quality Framework (NQF)
- Assisting in providing a high quality of experience for children and families of Little Saints by your practical leadership in all aspects of Early Years Learning Framework (EYLF) and My Time Our Place (MTOP) implementation
- Assist the Director with prudent stewardship of the resources allocated to Little Saints including managing and preparing budgets, monitoring expenditure and ensuring it is based on the relevant QIP and the strategic direction of the College.

About You

You are a holder of current TRBWA registration and EC qualified at a Tertiary level. You have relevant industry experience in Education and Care and a working knowledge of the NQF, EYLF and MTOP. Your demonstrated hands-on leadership and management experience in an educational setting will be prominent in your application, as will your understanding of, and belief in, the importance of the first 1,000 days and the Primary Carer model.

JOB TITLE (PERMANENT, PART-TIME AT 0.8 FTE)

In addition, you will demonstrate:

- Excellent communication and people management skills.
- Staff development experience.
- Financial/budgetary awareness in an educational setting.
- First Aid and WHS knowledge.
- A strong understanding of and commitment to, Child Safety requirements.
- Outstanding written, verbal and interpersonal communication skills.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Pre-Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

Our mission

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our vision

Making a positive difference in our world

Our values

- Empathy:** seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

The Benefits

The College offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Personal leave – 'other' x 3 days
- Generous LSL provisions
- Temporary absence policy

JOB TITLE (PERMANENT, PART-TIME AT 0.8 FTE)

- Restless Curiosity and Professional Development opportunities
- Staff yoga and free EAP program
- Salary sacrifice opportunities
- Access to the Aquatic Centre and Gym facilities on site.
- Discounted fees for children of staff
- Annual Christmas shutdown period with an additional week of 'gifted' leave
- College provided digital devices

How to Apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button.

Applications for this position will close no later than Monday 12 February 2024, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Information about the Little Saints offering can be accessed from the following site: [Little Saints \(littlesaintschildcare.com.au\)](http://littlesaintschildcare.com.au)

For role-specific questions, please contact Tony Higgins, Director of Personnel and Policy, on (08) 9313 9333 for a confidential discussion.