

# CRÈCHE ATTENDANT DUTY STATEMENT

VENUES WEST

AWARD CLASSIFICATION	VWGA, Level 2	ANZSCO	421111
DIRECTORATE	Venue Management	BRANCH	Venue Services
LINE MANAGER	Crèche Supervisor	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	N/A		

## ABOUT THE DIRECTORATE

The Venue Management Directorate is responsible for the activation of VenuesWest's self-managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation and entertainment.

## ROLE RESPONSIBILITIES

*VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

- Supervise children in the crèche and during outdoor activities.
- Plan and lead engaging activities such as arts, crafts, and games.
- Support children's needs including feeding, toileting, and comforting.
- Maintain a safe, clean, and hygienic environment.
- Greet and communicate with parents/guardians in a friendly and professional manner.
- Follow safety procedures and assist with emergency evacuations.
- Work collaboratively with the team and follow direction from the Crèche Supervisor.
- Comply with VenuesWest's workplace health and safety policies.

## ABOUT THE PERSON:

The following essential capabilities are to be addressed in context of the responsibilities of the role

1. Experience working as a childcare attendant in a crèche or day-care facility.
2. Supports shared purpose by understanding organisational objectives and how they are relevant to the role.
3. Organises work to reflect changes in priority; maintains accurate records and files and sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients informed, managing progress and providing prompt and courteous service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; providing accurate information; staying calm under pressure and ensuring work is finalised.
6. Communicates clearly listening to, understanding and adapting communication styles to the audience.

## QUALIFICATIONS / CERTIFICATIONS

### ESSENTIAL

- Provide First Aid in an Education and Care Setting (HLTAID012) and Provide CPR (HLTAID009); or capacity to complete within 1 month of commencement
- Western Australian Working with Children Check

## DESIRABLE

- Tertiary qualification (Certificate or Diploma Level) in Education, Children's Services, School Age Education and Care or Outside School Hours Care; or a related discipline

## ABOUT THE VENUESWEST WAY

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



*We champion dreams*



*We deliver safely*



*Together we win*



*We act like owners*



*We celebrate success*

## POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)