



Casual Educator Job Description

- Sign on and off, recording both your arrival and departure times, roster times and lunch breaks daily.
- Wash your hands on arrival at the Centre and departure from the Centre.
- To be familiar with the “shift duties” for the shift you are on.
- To be familiar with the “room routine” and assist with implementation.
- To be familiar with Centre procedures, policies, implementing them with your dealings with children, parents, staff and the Centre.
- To consult with permanent staff when implementing daily routine.
- Interact and supervise children in a warm and friendly manner. Always get down to children’s level when interacting with them.
- There is always to be two staff in view of each other at all times, both indoors and outdoors.
- Correct staff ratios are to be maintained at all times, both indoors and outdoors.
- CONFIDENTIALITY is to be maintained at all times, regarding children, parents, staff and the Centre.
- Permanent staff are to communicate with parents on any issues regarding their children or the Centre. If any issues arise, they must be communicated to a permanent staff member.
- At all time ASK, if ever you are unsure
- Ensure all children receive their own drinks, food, bottles, dummies etc at frequent intervals or when required.
- Ensure all children’s belongings are clean, collected and placed in their bag prior to parents collecting each child.
- Maintain all required written documentation whilst on duty, e.g. nappy change charts, sleep/eat charts.
- On children’s art/craft, place child’s name on top left hand corner, ensure children’s names are spelt correctly and that the date is written.
- Wear a broad brimmed hat when outdoors.