

EARLY CHILDHOOD ASSISTANT

Orana Steiner School is seeking dedicated and enthusiastic Early Childhood Assistants to join our team on a casual basis during school term time and school holiday program.

Role Overview

As an Early Childhood Assistant, you will play a vital role in supporting the Early Childhood Teacher in delivering a nurturing and engaging early childhood program. This includes assisting with activity preparation, classroom cleaning, supervising children aged 3 to 6 years, and contributing to the overall care and development of the children in alignment with the principles of Steiner Early Childhood Education.

Duties

You will be responsible for:

- Preparation for activities such as cooking, domestic work, and artistic as well as outdoor activities and rest times.
- Tidying and cleaning of the classrooms as needed.
- Playground supervision, tidying away of equipment and gardening.
- Assisting children with personal hygiene such as hand washing, changing clothes and toileting.
- Attendance to asthma and anaphylaxis, safe food handling, child protection training as required by legislation and notified by the Early Childhood Director.
- 1 day each term break to assist in classroom set up for new term - the exact day shall be discussed with and decided by the Early Childhood Director.
- Preparation for and participate in Festivals as notified by the Early Childhood Director.

The role will be shift-based, ranging between 8:00am and 5:45pm, across any day of the week.

Applicant Requirements

- Ability to work with the Steiner Early Childhood philosophy and practices and child development.
- Ability to provide an appropriate role model for the young child and have a strong commitment to and an understanding of duty of care.
- Ability to work in a professional and collegial manner with colleagues.
- Ability to plan and work in an organised manner and to self-reflect on professional practices.
- Commitment to ongoing individual and collaborative professional development.
- Good communication and conflict resolution skills.
- Ability to support professional relationships with the parents.
- Ability to work under direction and be flexible, punctual and calm.
- Excellence time management.
- Ability to practice an appropriate standard of hygiene and safe food handling and maintain a clean, safe and orderly environment (desirable).
- Ability to effectively recognise, respond to, and manage anaphylactic emergencies in a timely and competent manner (desirable).
- Effective management of Asthma and Emergencies in the Workplace (desirable).
- Ability to use online portals, apps, and a base level understanding of the Microsoft Suite (in case of report writing, CYPC reports, training or other desk top related tasks).

Required qualifications and/or Experience

- Certificate III or Diploma in Early Education and Care.
- First Aid and CPR.
- Experience in cooking.
- Understanding of active supervision within dynamic outdoor and indoor environments.
- Understanding of the EYLF and Quality areas.
- Foundations of Child Safety Training.

Legal Requirements

- Satisfactory Working with Vulnerable People background check.
- Be an Australian or New Zealand citizen or have permanent residency in Australia.
- Be eligible to work in Australia for the term of the employment contract.

What we offer

- Salary at School Assistant Level 2 or 3, based on qualifications and experience under Independent School ACT (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025.
- Free onsite parking.
- Employee Assistance Program.
- Our commitment to maintaining a physically and psychosocially safe environment for all staff, students and visitors to the school.
- We respect and value your right to disconnect outside of work hours for a better work/life balance.

To Apply

Please submit your application to work@oranaschool.com. To be considered, your application

must include:

- Your resume, including full contact details and details of two professional referees, one of which must be your current/most recent direct supervisor; and
- A brief introduction / cover letter about yourself and what interests you in the position/why you think you would be suited (max. 2 pages).

Closing Date: Applications can be submitted up until **21 April 2025**. The positions will be filled when suitable applicants are found sooner. If you are interested, please submit your application as soon as possible.

Email address for enquiries: work@oranaschool.com

ABOUT OUR SCHOOL

Orana Steiner School is a vibrant, growing co-educational Early Childhood to Year 12 school of around 550 students. Set within a natural landscape and on a magnificent 16-hectare property in Weston, an inner south suburb of Canberra, Orana seeks to provide a high-quality education for its students, based on the Steiner Education tradition. In its 40-year history, Orana Steiner School has developed an enviable reputation for its standards and achievements, and its warm, caring culture. Orana proudly employs applicants from a diverse range of backgrounds.

In **Primary School**, we value individual difference. We believe in self-responsibility and in the values needed to become connected and contributing citizens. We seek to support our students to be capable of personal endeavour and community involvement. The education we provide develops creative and imaginative thinking and aims to instill in our students a love of learning, a sense of wonder, an appreciation of beauty and a connection to the world.

The **High School** teaching program assists students in taking increasing responsibility for their own learning and to develop their own ideals, values and sense of purpose for adult life. The High School encourages students to become independent thinkers; use their own observations, research, and draw conclusions and judgements; form relationships with specialist teachers; address questions and problems in specialist subjects, and to develop a wide range of expertise as well as an active, articulate and well-rounded thinking capacity.

The **Senior College** curriculum is comprehensive and carefully designed to balance a Steiner approach with the contemporary requirements stipulated by the ACT Board of Senior Secondary Studies. This broad, integrated approach to the Senior College curriculum emphasises the development of well-rounded students through equal exposure to Arts and Sciences, together with a range of electives. Orana's tradition of extensive pastoral care for its students continues into the Senior College.

Orana Steiner School is committed to the safety and wellbeing of its students in accordance with the National Principles for Child Safe Organisations and child safety legislation. The successful candidates must hold (or be eligible to obtain and maintain) a Working with Vulnerable People (WWVP) registration and undergo a National Police Check.

Please visit our website to find out more: <https://oranaschool.com> or see our virtual tour on <https://oranaschool.youtour.com.au/>