

Position Title	Educator
Group/Portfolio	Corporate Services
Classification	Child Care Assistant
Position Number	00062312
Reports To	Director, Child Care
Employment Type	Continuing

1.0 Position Purpose

The Educator supports the Lead Educator to achieve the efficient and effective running of a child care room within the University Child Care Centre, and contributing to the education and development of children.

2.0 Eligibility Requirements

- Completion of a Certificate 3 in Early Education and Care with relevant work experience in long day care.
- Suitability Card: Commission For Children And Young People And Child Guardian (Blue Card), Senior First Aid Certificate including Resuscitation, Asthma And Anaphylaxis

3.0 Key Responsibilities

- To support the Lead Educator in meeting and implementing the various aspects of the day-to-day running of the 'Indoor/Outdoor' program.
- Work with other staff to achieve the Centre's 'Indoor/Outdoor' program objectives.
- Undertake all duties in accordance with the Centre's policy and procedure handbook.
- Observe all guidelines and regulations pertaining to the delivery of child care in child care centres whilst undertaking day-to-day activities.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).