**JOB DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | Department of Education | | | **Work Unit** | Ross Park Primary School |
| **Job Title** | Preschool Assistant | | | **Designation** | Administrative Officer 2 96% |
| **Job Type** | Full Time | | | **Duration** | Ongoing commencing 22/01/2020 |
| **Salary** | $52,693 - $57,368 | | | **Location** | Alice Springs |
| **Position Number** | 8332 | **RTF** | 177613 | **Closing** | 21/11/2019 |
| **Contact** | Naomi Berriman, Business Manager Ross Park Primary School on 08 8955 2000 or [naomi.berriman@ntschools.net](mailto:naomi.berriman@ntschools.net) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Information about Selected Applicant’s Merit** | If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. | | | | |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=177613> | | | | |

**Primary Objective:**

Provide support services to the teaching staff of Rona Glynn Preschool, assist with the implementation and evaluation of educational programs and assist with the general administration of the preschool, according to school policy and procedures.

**Context Statement:**

Ross Park Primary School is an urban primary school situated on the east side of Alice Springs. The school has an enrolment of over 500 students, including Rona Glynn Preschool. Approximately 18% of students are Indigenous and many others come from diverse cultural backgrounds. Rona Glynn delivers long day programs to 62 preschool children aged between 3.5 years and 5years.

**Key Duties and Responsibilities:**

1. Under the direction of the Preschool teachers, undertake a range of education support activities on site and on excursions.
2. Undertake a wide variety of operational tasks including the preparation and maintenance of teaching aids and resource materials and the general cleanliness and safety of the preschool environment.
3. Provide supervision and instruction of students including personal hygiene needs in the classroom, playground, on special days and on excursions.
4. Provide general administrative and reception services.
5. Provide first aid, asthma and anaphylaxis treatment and attend to sick students as necessary.

**Selection Criteria**

**Essential:**

1. Proven ability to work as part of a team and to use initiative.
2. An ability to interact effectively with people from diverse cultures.
3. Demonstrated knowledge of office procedures and ability to use general office equipment including computers.
4. Demonstrated ability to work co-operatively in an Early Childhood setting to provide supervision, observation and instruction of Preschool students (including personal hygiene needs in the classroom, playground, on special days and on excursions).
5. Experience in the application of appropriate behaviour management strategies with Preschool aged children.
6. Relevant professional development related to Early Childhood Education.
7. Current First Aid Certificate and Asthma and Anaphylaxis Management training.
8. A current Working with Children clearance notice (OCHRE Card) or ability to obtain.

**Approved: 4 November 2019 Trevor Read, Senior Director, School Improvement and Leadership**