



Kaitiaki Kindergartens

Position Description

SUPPORT STAFF MEMBER

AGREEMENT: Fixed term, part-time during Kindergarten term only (unless otherwise requested)

RESPONSIBLE TO: Service Leader /Professional Practice Leader /Support Office and General Manager

RESPONSIBLE FOR: Supporting the teaching team (and administrator from time to time)

POSITION PURPOSE: To provide effective, efficient support to the teaching staff to enable the highest quality early childhood education for young children attending the kindergarten.

KEY FUNCTIONAL RELATIONSHIPS:

Service Leader	Professional Practice Leaders
Teachers	Association Support Office Staff
Kindergarten Children	Parents/Caregivers/Whānau
Administrator	Visitors/Contractors / Prospective Clients

Key Result Areas	Indicators ...
Primary Support Task	Care of children, including those children with additional needs.
Support Tasks	<ul style="list-style-type: none"> ➤ Resource preparation and maintenance (as directed) ➤ Support with excursions – including bush kindergarten ➤ Support with Morning Tea and Lunch supervision (ensuring that all children are supervised while eating) ➤ When required, assist with setting up portfolios/nametags ➤ Feedback to teachers on child observations ➤ When needed, support the administrators ordering stock and putting away. Learning the child management system. ➤ Other support tasks as required
Team work	<ul style="list-style-type: none"> ➤ Working with the team towards a common goal ➤ Tasks are completed in a timely manner, specific to requirements and to an agreed standard ➤ Shows initiative appropriately ➤ Follows agreed practices at the kindergarten ➤ Proactive and forward thinking

Communication/liaison	<ul style="list-style-type: none"> ➤ Communication is consistently open and honest ➤ Interactions with children are respectful and afford each child dignity ➤ All interactions are respectful, courteous and professional ➤ Conflict is handled appropriately ➤ Assistance/advice sought promptly when issues arise ➤ Confidentiality maintained ➤ Speak positively when describing the service the kindergarten offers
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IDEAL PERSON SPECIFICATIONS:

Suitable Experience:

- Teacher Aide/Support in an ECE Setting
- Medium level administration
- Customer service

You will need to have:

- Confident, clear communication skills
- Intermediate computer skills
- A commitment to the principles of te Tiriti o Waitangi
- A willingness to work in a multi-cultural environment
- Enthusiastic, proactive approach to customer service
- Ability to work in a team
- Ability to assist in the setup of resources e.g. posters, library displays
- Honesty and integrity
- Good standard of physical fitness as some lifting may be required
- Flexible attitude to work practice
- Ability to work with minimum supervision
- Excellent time management skills