Kindergarten Assistant – Term 3 & 4, 2020.

Thank you for your inquiry regarding the Kindergarten Assistant Position with the *Samford Valley Steiner School.*

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection criteria

Should any of the above documents be missing from your package, please contact this office on 07 34309600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Marilou Araullo
Early Childhood Education Administrator

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*

Role Description
The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration
As per **Educational Services (Schools) General Staff Award 2010** - dependant on experience and qualifications.

Hours of Duty
Relief for staff member on maternity leave.

This is a 0.80 FTE position (term time).

Probation
There is a 1 term probationary period.

How to Apply
Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.

Your application should be marked *Confidential* and addressed, Kindergarten Assistant 2020.
It may be emailed, posted or hand delivered to:
Samford Valley Steiner School, Narrawa Drive, Wights Mountain QLD 4520

Or emailed to rcaynes@samfordsteiner.qld.edu.au

Closing Date
Applications close at 4.00pm Friday 05th of June 2020.

Selection Process
All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600.

All applicants will be advised as to whether or not they have been short listed for interview. All short-listed applicants will be required to attend a face-to-face interview. If necessary also make themselves available for a classroom visit.

Contacts for Further Information
If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for Marilou Araullo, Early Childhood Education Administrator, to contact you.

If she is not immediately available when you call, please leave your business hours and after hours contact numbers and she will return your call at the first opportunity.

Samford Valley Steiner School

SELECTION CRITERIA

Position title*:* *Kindergarten Assistant*

Legal Requirements

- Cert 3 in Children's Services or be working towards completing this qualification
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks
- Current Blue Card.

Desirable Qualifications but not essential

- Training in, or, experience of, working within Waldorf/Steiner early childhood setting

Selection Criteria

1. Experience in a Steiner Early Childhood setting and/or demonstrated long term commitment to working with young children in a nurturing, family-oriented environment

2. A love for young children and a willingness to deepen their understanding of Steiner Early Childhood Education.

3. Patience, equanimity, good health, endurance, enthusiasm, flexibility, and the ability to communicate well with teachers, children and parents.

4. A willingness to receive instruction and an openness to working as a team member.