

# EMPLOYMENT OPPORTUNITIES FOR 2018

## POSTED 7 JUNE 2018

BPA Children's Services is seeking Expressions of Interest for the following position in 2018

### KINDERGARTEN POSITIONS

#### 4YO EARLY CHILDHOOD CO-EDUCATOR – CERTIFICATE III & DIPLOMA (2 Positions)

##### MERRIWA KINDERGARTEN

Bishop Street, Yarraville

**Position Status:** *Ongoing*

**20.75 hours per week** = 15 hrs contact, 5.75 hrs planning/admin

##### 4YO BILBIES GROUP

###### GROUP SESSIONS:

Monday 8.15am – 12.15pm  
Tuesday 11.00am – 4.30pm  
Wednesday 8.15am – 1.45pm

###### ROSTERED HOURS:

Monday 8.00am – 3.00pm  
Tuesday 10.15am – 5.00pm  
Wednesday 8.00am – 3.00pm

**Applicants must have:** A minimum Certificate III of Early Childhood Education and Care (or equivalent as approved by ACECQA). A current Working with Children's card, First Aid, CPR, Asthma and Anaphylaxis certification, Child Protection Training and online Mandatory Reporting Certificate are essential.

Applications close on **Monday, 18 June 2018**

#### 4YO EARLY CHILDHOOD CO-EDUCATOR – CERTIFICATE III

##### DOROTHY CARLTON PRESCHOOL

47 Furlong Road, Sunshine North

**Position Status:** *Ongoing*

**27.50 hours per week** = 19.5 hrs contact, 8 hrs planning/admin

##### 4YO EAGLE & PLATYPUS GROUPS

###### GROUP SESSIONS:

Monday 8.15am – 1.15pm (E)  
Tuesday 8.15am – 1.15pm (E)  
Thursday 8.15am – 1.15pm (E)  
Friday 8.15am – 12.45pm (P)

###### ROSTERED HOURS:

Monday 8.00am – 3.00pm  
Tuesday 8.00am – 3.00pm  
Thursday 8.00am – 3.00pm  
Friday 8.00am – 2.30pm

**Applicants must have:** A minimum Certificate III of Early Childhood Education and Care (or equivalent as approved by ACECQA). A current Working with Children's card, First Aid, CPR, Asthma and Anaphylaxis certification, Child Protection Training and online Mandatory Reporting Certificate are essential.

Applications close on **Monday, 18 June 2018**

## 4YO EARLY CHILDHOOD TEACHER (FIXED TERM)

### TAYLORS HILL KINDERGARTEN

58-60 Jacaranda Drive, Taylors Hill

**Position Status:** *Fixed Term – Part Time (maternity leave vacancy)  
(from start of Term 4 until the end of Term 4, 2019)*

**24.25 hours per week** = 14 hrs contact, 7.5 hrs planning, 2.75 hrs admin

### 4YO BLUE GROUP

#### GROUP SESSIONS:

Monday 1.00pm – 4.00pm  
Thursday 9.00am – 3.00pm  
Friday 9.00am – 3.00pm

#### ROSTERED HOURS:

Monday 8.00am – 4.30pm  
Thursday 8.00am – 4.30pm  
Friday 8.00am – 4.15pm

**Applicants must have:** A minimum Bachelor of Early Childhood Education and Care (or equivalent as approved by ACECQA). Current Victorian Institute of Teaching (VIT) Early Childhood registration, First Aid, CPR, Asthma and Anaphylaxis certification, Child Protection Training and online Mandatory Reporting Certificate are essential.

Applications close on **Monday, 18 June 2018**

## CHILD CARE POSITIONS

### EARLY CHILDHOOD LONG DAY CARE EDUCATOR (DIPLOMA)

#### PHOENIX STREET CHILDREN'S CENTRE

80 Phoenix Street, Sunshine North

**Position Status:** *Fixed Term – Part Time (maternity leave vacancy)  
(immediate start until the 21 December 2018)*

**48 hours per fortnight** – 3 days per week – Wednesday, Thursday, Friday

**Applicants must have:** A minimum Diploma of Early Childhood Education and Care (or equivalent as approved by ACECQA). A current Working with Children Check, First Aid, CPR, Asthma and Anaphylaxis certification, Child Protection Training and online Mandatory Reporting Certificate are essential.

Previous experience in a Long Day Care setting is preferred.

Applications close on **Monday, 18 June 2018**

### EARLY CHILDHOOD LONG DAY CARE COOK

#### ANGLISS CHILDREN'S CENTRE

13 Vipont Street, Footscray

**Position Status:** *Ongoing – Part Time (immediate start)*

**60 hours per fortnight**

Monday to Friday: 7.30am – 2.00pm (includes a 30 min unpaid meal break)

**Applicants must have:** A minimum a Food Safety Certificate – Level 2. A current Working with Children Check, First Aid, CPR, Asthma and Anaphylaxis certification, Child Protection Training and online Mandatory Reporting Certificate are essential.

Previous experience working as a cook in a Long Day Care and/or Aged Care facility setting is preferred.

Applications close on **Monday, 18 June 2018**

**Refer below and follow the application process.**

*BPA asks when applying for a position you consider the centre Philosophy and whether it matches your own personal Philosophy. Centre Philosophies can be viewed on each centres individual page on the BPA website.*

BPA Children's Services is committed to the right of every child to have access to quality early childhood educational programs. BPA believes that the principles of equity, access, cultural relevance and safety must be developed and implemented for the benefit of the children and their families, participating in these programs.

BPA is committed to the implementation of the Child Safe Standards throughout the organisation.

**PLEASE NOTE:**

The above positions, sessions and hours are subject to change without notice.

BPA offer above award pay and conditions.

**APPLICATION PROCESS**

If you are interested in the above position please refer to the **BPA website – [www.bpachildrenservices.com](http://www.bpachildrenservices.com) (Employment Opportunities)** to view the application process. Applicants are required to fill out an Expression of Interest form and relevant Questionnaire (ie. Teacher, Co-Educator, Diploma) and return to BPA along with their current Resume.

If you do not meet the required criteria for the above position your application will not be accepted.

**ADDRESS EXPRESSIONS OF INTEREST TO:**

Sarah O'Kelly  
Partnerships & Early Years Executive  
BPA Children's Services  
PO Box 215, SUNSHINE VIC 3020  
or via email at [info@bpachildrenservices.com](mailto:info@bpachildrenservices.com)

For further information please contact BPA on 9312-3689 during office hours (Monday to Friday, 9.00am – 3.00pm).