



Adamstown Community  
Early Learning and Preschool  
*Growing a love for learning*

## **EARLY EDUCATION AND CARE TRAINEESHIPS AVAILABLE FOR 2021**

We are seeking three motivated individuals with a genuine drive, who are looking to commence a rewarding career in early education and care!

**SERVICE BACKGROUND:** Our community based service is located in Adamstown and is overseen by a parent management committee and experienced service director. The service has been rated as 'Exceeding the National Quality Standards' in all seven quality areas. Our service operates from 7.30am-5.45pm catering for children aged 6 weeks to 6 years and up to 39 children per day.

**CONTRACT:** Fixed term, twelve-month, part time trainee contract (dependent on study capacity)

**COMMENCEMENT:** Monday 11th January 2021- Wednesday 22<sup>nd</sup> December 2021

**HOURS:** 30- 35 hours per week.

**BENEFITS:** Above award wages, supplied uniforms, paid training, paid weekly study time, part time hours to facilitate an effective work/ study balance.

Reporting to fellow educators, this role will have the opportunity to be part of a highly skilled team and to learn from qualified and experienced educators. The position will allow the successful applicant to gain experience with all age groups from 6 weeks to 6 years.

### **To be considered for the position of Trainee- Certificate III in Children's Services, an applicant must:**

- **Must be 18 years or over, as at 11<sup>th</sup> January 2021**
- **Have only completed a maximum Certificate II level qualification in any course. If you already have a Certificate III or higher please do not apply.**
- Strong work ethic and use of initiative
- Be prepared to enrol and fund an Australian approved traineeship to undertake study of the Certificate III in Early Education and Care whilst employed part time with our service.
- Availability to work five days per week Monday to Friday.
- Availability to work between the hours of 7.15am- 6.00pm
- Excellent written and verbal communication skills
- Good use of general forms of IT- cameras, computers, IPad.
- Professional presentation
- New NSW Working with Children Check- Paid Employee (or application made)

### **As desirable criteria, an applicant may have:**

- First Aid Certificate
- Certificate in Asthma/ Anaphylaxis Management
- Certificate II in Early Education and Care (TVET course).
- Work experience with interaction with children in the early years

### **ALL APPLICATIONS MUST INCLUDE:**

1. A copy of your current **resume** including a **cover letter stating 'why you feel Early Childhood Education and Care is the career choice for you'**.

2. Two current references/ referee contact details

Please submit your application to Kate our Service Director at [director@adamstownchildren.org.au](mailto:director@adamstownchildren.org.au)

**Applications close Friday 23<sup>rd</sup> October 2020** Successful Applicants will be contacted for an interview shortly.

You may also view more information about our service at [www.adamstownearlylearning.org.au](http://www.adamstownearlylearning.org.au) or contact Kate on 02 49529 972