



THE  
**HAMILTON**  
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

## EARLY LEARNING CENTRE ASSISTANT

Part-time: 15 hours per week  
Commencing the beginning of Term 1, 2025

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue and develop passions and to achieve the highest standard.

Staff at The Hamilton and Alexandra College form a team of highly skilled, specialised and committed teachers and educational support team members. The College is proud of its rich history of strong academic achievement and of the opportunities it offers.

The Hamilton and Alexandra College Junior School is set on 14 hectares, and the heritage-listed Myrning Homestead is part of the school. The campus has students from Early Learning to Year 6, and it is a wonderful environment to work in.

### **Position**

#### **Early Learning Centre Assistant**

The main duties of the Early Learning Centre Assistant include:

- Supporting the Early Learning Centre philosophy and our commitment to the principles of the Reggio Emilia philosophy.
- Being an active contributor to the early learning team.
- Supporting staff with setting up activities.
- Engaging with the children in a positive and respectful manner.
- Maintaining a clean and safe learning environment.
- Other duties and tasks as directed by the Director of the Early Learning Centre.
- Maintain the cleanliness and tidiness of the Early Learning Centre to a high standard.
- Take responsibility for developing a culture of safety and awareness and be aware and adhere to the child-safe practices of the Early Learning Centre.
- Ensure that appropriate actions are taken in an emergency or potentially dangerous situation.
- To prepare the learning environment, including the preparation of materials, setting up and packing up of equipment
- Ensuring that all equipment is used carefully, safely stored and well maintained.
- Accurately maintaining all necessary records.
- Always operate in a professional manner, meeting legislative and regulatory requirements as per the policies and procedures of The Hamilton and Alexandra College Early Learning Centre.

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**WWW.HAMILTONCOLLEGE.VIC.EDU.AU**

**Senior and Middle Years** 1 Chaucer St Hamilton Vic 3300 E [reception@hamiltoncollege.vic.edu.au](mailto:reception@hamiltoncollege.vic.edu.au) P +613 5572 1355

**Junior School** Cnr Kent Rd and McArthur St Hamilton Vic 3300 E [jsreception@hamiltoncollege.vic.edu.au](mailto:jsreception@hamiltoncollege.vic.edu.au) P +613 5571 1066

Postal Address PO Box 286 Hamilton Vic 3300

ABN 87 006 456 266 ACN 006 456 266

## ***A Safe and Supportive Working Environment***

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or be willing to obtain one.

## ***Key Selection Criteria***

### **Qualifications/Experience:**

- Minimum Diploma in Early Childhood Education and Care or equivalent qualification as approved by ACECQA.
- Current Working with Children Check.
- Current Police Check.

### **Essential Skills:**

- Ability to engage with and support children in an educational setting.
- Awareness of the educational philosophy of Reggio Emilia.
- Knowledge and understanding of the National Quality Standards, the My Time Our Place framework the Early Years Learning and Development Framework and relevant national legislation and regulations.
- Confidentiality of information and interactions with the children, other staff and families.
- Capacity to work positively within a team environment.
- Organisation skills and the ability to prioritise tasks.
- Capacity to engage and interact with a wide range of people.

### **Must hold or be willing to hold:**

- Level 2 First Aid
- Anaphylaxis Training
- Asthma Training
- Child Protection in Early Childhood

## ***Questions***

If you have specific questions about the role, please email the Director of Early Learning, Silvina Werner, at [swerner@hamiltoncollege.vic.edu.au](mailto:swerner@hamiltoncollege.vic.edu.au).

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## **Applications**

Applications should be submitted via email to [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au). Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of three professional referees.

### **Applications should be addressed to:**

The Principal  
Mr Michael Horne  
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

**Application due date: Friday, 6 December 2024** (*applications will be processed on receipt*)