POSITION DESCRIPTION

Playgroup Coordinator

On site playgroup at Montessori pre-school in Dianella (WA)
2-3 mornings a week 9:05 to 10:35am

Banksia Montessori School Dianella (WA) is seeking a Montessori 0-3 yo trained/in-training Playgroup Coordinator, commencing Term 2, 2017.

Banksia is an independent, non for profit, parent governed pre-school, set in a quiet pocket of Dianella. We cater for up to 30 children and will soon open a second building for our afternoon program and Playgroup sessions in the mornings.

This is a new position, so you will be able to closely collaborate with the school and the parents to create a unique playgroup program for 18 months to 3 year olds.

Hours: 2-3 mornings a week from 9:05 to 10:35am.

Applicants must have the following skills/qualifications:

- Ability to work independently and to communicate openly and effectively with parents.
- Sound organisational skills.
- Ability to assist in the delivery of effective an educational program for children aged 18 months to 3 years.
- Certificate in Montessori Education or working towards one.
- Current Working with Children’s Check.
- Current First Aid Certificate.
- Current Police Clearance.

The successful applicant would commence term 2, 2017. A detailed job description will be provided on request.

Please send your resume to: info@banksia.wa.edu.au before March 15, 2017.

Banksia Montessori School, 17 Chatton Street, Dianella WA 6059