



**NIUE GOVERNMENT
JOB DESCRIPTION**

Job Title: Care Giver – ECCE National Creche	
Division: Education Department	
Location: Fonuakula, Alofi-NIUE	
Reports to: Manager (ECCE)	
This Job description is accurate and up to date:	
Niue Public Service Commission: Date:	Appointee Signature: Date:

VISION

“Niue Ke Monuina – A Prosperous Niue”

MISSION

To provide care to young children aged from 12 months up to 4 years old in a daycare setting. The Caregiver must work within scope of the centre and be responsible for providing Caring, culturally appropriate and individual holistic care to the children at the Centre.

SUMMARY OF THIS POSITION

The Caregiver provides care, support, assistance and early learning to children, within the Niue Early Childhood Care & Education Centre (ECCE). The caregiver will assist in giving meals for children, maintaining their hygiene, monitoring them for health, behavioural and emotional concerns, providing them with age-appropriate instruction and working with parents to ensure that children are learning and socialising in a positive way. They may also assist with cleaning duties to ensure that the children are in a safe, engaging, and clean environment.

To be successful as a caregiver, you should be thorough and caring with an eye for detail. You should be prepared to meet the physical demands of the position and have an understanding of the childhood development process.

The Caregiver works closely with the Manager, Director of Education, Parents and other team members from the Dept. of Education to provide efficient, effective professional Caregiver Centre/Unit services.

TERMS OF REFERENCE

The Key Responsibilities, Outputs and Outcomes set out below, are to be undertaken in performing the duties as, these duties may be varied within reason by the Niue Public Service Commission acting on the advice of the Director to meet changing demands on the role of the Department.

JOB FUNCTIONS AND EXPECTATIONS

	Key Responsibility/Principal Activities	Methods/Output-How	Outcomes-Why?
1.0 Children's Care			
1.1	Answer/attend children's signals/calls/needs	All children's basic grooming, feeding and care needs are taken care of and that any and all medical needs of the children are taken care of as well.	Children's health and wellbeing is of the utmost importance. To ensure that that all children are taken care of.
1.2	Change nappies or assist children to toilet and wipe them clean. Assist children to wash their hands after toilet visit, before & after eating. Sponge or wash children if needed.		
1.3	Prepare children's food. Feed/Assist children who are unable to feed themselves. Children are to be fed on time or as required.		
1.4	Take children for a walk outside, using their own prams push-chairs if supplied or they can just walk with proper footwear.		
1.5	Provide care and learning opportunities through free playing time/ routines.		
2.0 Administration			
2.1	Answer phones and direct visitors.	All visitors are directed to the Manager/office before seeing their child/children and all phone calls are to be answered.	All children have ongoing communication with family and friends
3.0 Cleaning			
3.1	Clean rooms and play equipment. Ensure everything is stored away properly.	All rooms are to be kept clean and tidy and free of clutter and rubbish for children's safety	Ensure safety of children and prevent accidents. Manage infection control within the centre.
3.2	Wash clothing or linen as required. Ensure rubbish in rooms and grounds are cleared.		
4.0 Communication			
4.1	External	Professional liaison with other staff is maintained. Relates in a professional manner and communicates effectively to support the	Communication is clear and precise and that all

		children through the child day care experience.	team members know what is going on with the Creche and issues that may affect the care of the Children
4.2	Internal	All staff are informed as appropriate about anything that they should be aware of regarding the children or regarding the internal workings of the creche. Staff and team meetings are attended as requested	
4.3	Staff Problems or Issues	All staff problems or issues are referred to the Manager/Officer in the first instance.	
4.4	Language Learning	Non-Vagahau Niue staff need to be trained in conversational Vagahau Niue	
5.0 Quality			
8.1	Children’s Notes	All children’s consultations must be recorded accurately in the children’s notebooks within 24 hours of contact.	Quality of care is upheld and recorded for the safety of the children and Caregiver/Healthcare Assistant
6.0 Compliance			
6.1	Compliance	All complaints to be referred to the Complaints Manager in the first instance.	Health and Safety policies and procedures are followed for the safety of the Children and Caregiver/Healthcare Assistant
6.2	Privacy	Total confidentiality and privacy of all children is maintained.	
6.3	Health and Safety	Standard Health and Safety polices are adhere to	
6.4	Infection control	Ensure Infection Control policy is followed	
7.0 Other Duties			
7.1	Hours of work are set out in the Employment Agreement however there may be times when you are required to undertake other duties outside these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.	To assist in other duties if needed for the Creche Child Care Unit.	
7.2	You will also be required to cover reception duties during the receptionists' breaks and at times		This is a small premises, and every staff member is

	when reception cover is not provided.		expected to be flexible and hands-on. No job in the creche is excluded from the duties of every staff member, save for where scope of creche limitations applies.
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KEY RELATIONSHIPS

Internal	Government	External
• Director of Education • Creche Manager • Staff • Parents/Caregivers • Visiting Consultants for Professional Development	• Prime Minister of Niue • Minister for Education • Niue Public Service Commission	• School Committee • General public • Community Leaders • Public Sector • Private Sector/NGO

PERSON SPECIFICATION - NECESSARY QUALIFICATIONS AND PERSONAL ATTRIBUTES

The appointee ideally should have;

- Current First Aid and or CPR certificate
- High School Certificate or equivalent.
- More education and experience may be required or preferred.
- A valid driver's license.
- Additional licenses, certifications, or training is beneficial
- Decisiveness, patience, and stamina to chase after, lift, or carry children.
- Exceptional communication, teaching, and interpersonal skills.
- Strong understanding of stages of childhood development.
- Attentiveness to the needs and safety of children.

Personal Competencies:

- Ability to understand Vagahau Niue or be trained in conversational Vagahau Niue.
- Ability to manage children's needs and attend to their needs.
- Ability to motivate and influence the team to work towards a common goal.
- Ability to work as a member of a team, contributing towards a harmonious relationship.
- Ability to organise, collate and distribute information effectively and efficiently.
- Able to develop systems that improve the administration workflow of the Centre/Creche.