

Job Title	Child Care Centre Assistant
Department/Institute	MCAST Magic Wonders Child Care Centre
Reporting to	Child Care Centre Coordinator
Main Objective	To provide children with the essential care and education and assist in the day to day operations of the Child Care Centre

DUTIES AND RESPONSIBILITIES:

1. To assist in maintaining a safe, clean and appealing environment;
2. To assist in educating children using stories, songs, art, toys and games;
3. To prepare play and learning materials such as dough, paint and paste;
4. To help children with daily routines such as toileting, dressing, eating and drinking;
5. To teach children good eating habits and responsibility for cleaning up after themselves;
6. To provide assistance during sporting activities, school concerts and excursions;
7. To supervise children at playtime ensuring their physical safety at all times;
8. To apply simple first aid in emergencies;
9. To perform any other duties which may be assigned from time to time;
10. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.