



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

## 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.