

Duties for Teacher Aide

Objective: The position is vital to ensuring Maunganui Kindergarten provides a quality experience for the children that attend.

By relieving the teaching team of domestic duties, the children will be able to enjoy reciprocal relationships and sustained interactions with teachers.

Daily Duties

- Having a clear understanding of the requirements of food preparation for children at the centre by being familiar with “Reducing food-related choking for babies and young children at early learning services” (Ministry of Health, 2021).
- Preparing morning tea and lunches for children in conjunction with the teacher rostered on “Sleep”.
- Support the infant teacher by plating and warming food and bottles in accordance with the kindergarten procedures.
- Rinse and stack the steriliser with dishes, keeping the kitchen area clean and inviting at all times.
- Ensure all drinking cups are put through the steriliser after each meal. Water bottles that are left here, should be washed at the end of the day.
- Return all dishes to correct place
- Keep pantry and fridge in a workable condition – containers filled and “used by date” food removed.
- Keep microwave, fridge, pantry and all kitchen cupboards in a clean and presentable order.
- Be responsible for all laundry, following kindergarten procedures for laundry.
- Keep children’s bathroom clean and presentable during the day. Change the roller towel as necessary in both bathrooms.
- Keep table and chairs used for kai in a clean and presentable condition
- Greet and farewell children and whanau by name as they enter and leave the kindergarten.
- Join the team for morning karakia. You can leave to return to duties after waiata tautoko.

As required:

- Clean paint pots
- Keep art bench presentable
- Use guillotine to cut up cardboard boxes for collage area
- Ensure there is an adequate supply of nappy liners
- Bake with two/three children
- Be prepared to be an extra teacher to support outings/supervision at kai table
- Empty recycle bins, fruit scraps into compost, collect bread/cracker scraps for chickens
- To be available for any other duties as requested by the Floor Manager/Head Teacher

A 15 minute break can be taken daily at a time that is outside the busiest times of your day. Between 10.15 and before 11.15 would work the best.