



JOB PROFILE

POSITION: Teacher and Child Minder Position

LOCATION: Roly Poly Crèche and Dinaledi Crèche, MES Johannesburg Branch

JOB PURPOSE

To provide educational services of high quality to children age 06 months to 06 years. To ensure that the crèche is full of happy, content and motivated children.

DUTIES & RESPONSIBILITIES

- Implementation of a routine and programme for the children each day.
- Development and presentation of weekly lesson plan.
- Supervision of children during indoor and outdoor activities to ensure that the kids are well cared for, in a disciplined and safe environment.
- Monitoring educational progress and giving feedback to parents.
- Planning and implementation of creative and developmentally appropriate activities for the children in consultation with the Programme Manager.
- Administration of First Aid, Medical Journals and Attendance Registers.
- To adhere to the policies and procedures of MES.

REQUIREMENTS

ESSENTIAL QUALIFICATION & SKILLS

- Grade 12 / National Senior Certificate
- ECD Diploma / relevant qualification
- Work experience in an ECD centre
- Must have knowledge in First Aid

- Must have knowledge regarding the development stages of children
- Administrative Skills
- Communication Skills
- Interpersonal Skills
- Reporting Skills
- Microsoft

COMPETENCIES:

- Ability to work under pressure
- Able to handle conflict
- Be kind and helpful to children and parents
- Willing to work shifts
- Committed, dedicated and self-motivated person

APPLICATIONS: email your CV to portia@mes.org.za

Only candidates who are eligible to work in South Africa will be considered for this position.