

# Untrained Reliever Position Description

**Position title:** Untrained Reliever

**Reporting to:** Regional Manager, Kaiwhakaako | Head Teacher

**Location:** Central North Island

**Hours:** Casual day-to-day

## Our values

At Central Kids, our values guide how we teach, learn and relate to each other. They are embedded in our everyday practice.

**Ko ngā tamariki te pūtake** | Children are central to all that we do.

**Me tiaki, me manaaki i te taiao** | Protect and enhance the environment.

**Manaakitanga** | Encourage mana in others through care, generosity, and goodwill.

**Kotahitanga** | Connectedness in collaboration.

**Te arataki ā-tikanga rua** | Bicultural leadership.

## Our purpose

**Kia āwhinatia te tupuranga o te hunga tamariki ki tō rātou ake pito mata**

To support children to grow into their full potential

Central Kids has been providing high-quality, affordable early childhood education and care since 1951. We are a non-profit kindergarten association supporting over 2,500 tamariki each year, with 47 kindergartens in 26 towns across the central North Island.

Kindergartens provide a unique early education environment that nurtures the development of tamariki through a blend of play-based, holistic education grounded in a structured curriculum, strong whānau and community involvement, and a commitment to inclusivity.

As a not-for-profit organisation, we are committed to delivering quality outcomes for tamariki, whānau and communities, grounded in learning through play and a strong commitment to manaakitanga and whanaungatanga.

## Position purpose

To provide casual support to the kaiako team and assist in maintaining a safe, inclusive and nurturing environment for tamariki. The untrained reliever helps during mealtimes, rest periods and daily routines, and ensures continuity of care in the absence of regular kaimahi.



## Position requirements

Key result areas	Key responsibilities
<b>Childcare support</b>	<ul style="list-style-type: none"> <li>• Assist kaiako in ensuring the wellbeing and comfort of tamariki.</li> <li>• Respond to tamariki with warmth, respect, and attentiveness.</li> <li>• Support tamariki with mealtimes, rest and personal care routines, under the direction of kaiwhakaako and/or kaiako.</li> <li>• Engage positively with tamariki in play and transitions.</li> </ul>
<b>Team support and communication</b>	<ul style="list-style-type: none"> <li>• Work respectfully and cooperatively with kaiako teams.</li> <li>• Take direction from the kaiwhakaako and kaiako.</li> <li>• Communicate clearly and respectfully with colleagues.</li> <li>• Support daily routines with initiative and a team-focused mindset.</li> </ul>
<b>Safety and supervision</b>	<ul style="list-style-type: none"> <li>• Maintain a safe environment in accordance with kindergarten procedures.</li> <li>• Actively supervise tamariki and maintain awareness of surroundings.</li> <li>• Follow health and safety guidelines and report hazards promptly.</li> <li>• Support a calm, consistent and reassuring presence for tamariki.</li> </ul>
<b>Health, safety and child protection</b>	<ul style="list-style-type: none"> <li>• Maintain a safe, legally compliant environment for all.</li> <li>• Follow health and safety procedures including hazard management and emergency response.</li> <li>• Follow the Central Kids Child Protection Policy in accordance with the Children's Act 2014.</li> <li>• Identify and respond appropriately to potential signs of harm or neglect, sharing any concerns with the kaiwhakaako   head teacher.</li> <li>• Reflect the protective intent of Te Whāriki through respectful, consistent care.</li> </ul>
<b>Environment and resource assistance</b>	<ul style="list-style-type: none"> <li>• Support the preparation and maintenance of learning environments.</li> <li>• Assist with tidying, cleaning and organising equipment and resources.</li> <li>• Help with daily set up and pack-down of indoor and outdoor spaces.</li> <li>• Contribute to creating a welcoming and inclusive environment for tamariki and whānau.</li> </ul>



## Ideal person specifications

### Suitable experience

- Teacher aide or childcare assistant.
- Care for or supporting young tamariki.

### Personal attributes

- A genuine interest in the wellbeing and development of tamariki.
- Clear and respectful communication.
- A willingness to learn and follow guidance.
- Reliability, punctuality and honesty.
- Physical fitness suitable for active engagement and lifting.
- A willingness to follow the direction of the kaiako team.

## Relationships

### Internal

- Kaiwhakaako | Head Teacher.
- Kaiako Māraurau | Teacher.
- Kaiako Tautāwhi | Teacher Aide.
- Regional Manager.
- Tokotū Whakahaere | Administrator.

### External

- Parents, caregivers and whānau.
- Prospective whānau.
- Students (in training).
- Visitors and contractors.

