



Croydon Shire Council


Childcare Educator

Candidate Information Pack

Closing: 27 May 2026 5pm

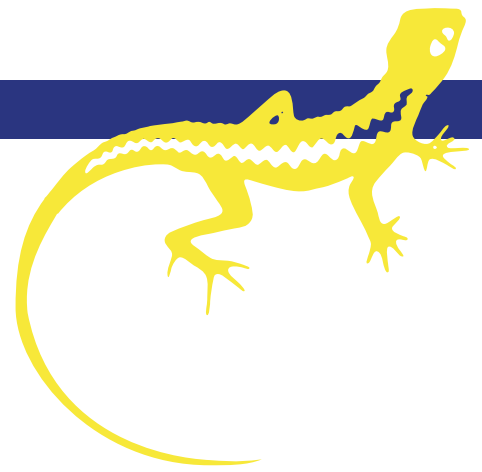
Croydon Shire Council
63 Samwell Street
Croydon QLD 4871

Ph: (07) 4748 7100
Email: admin@croydon.qld.gov.au
Web: www.croydon.qld.gov.au

A group of people, including a man with a guitar and a man sitting, standing in front of a yellow building with a red sign and a club symbol.

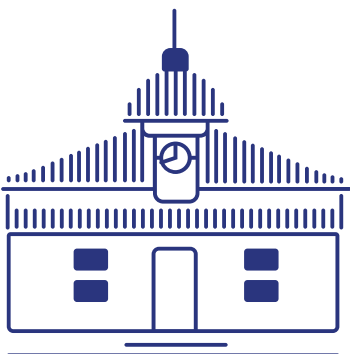
“Here in Croydon, the land teaches you patience, the community gives you purpose, and the wide open skies remind you what matters most.”

Kim, local grazier, Croydon Council employee and former Councillor.



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WELCOME

We can't wait to hear from you.

Thank you for reviewing the details for the position of:
Childcare Educator with Croydon Shire Council.

Applications Close: 27 May 2026 5pm.

Attention: Human Resources

Applications: Submitted by email: admin@croydon.qld.gov.au

If you require any assistance during the application process, please contact Human Resources on 07 4748 7100.



IS THIS THE ROLE?

Why it's worth making the move

This is a rare opportunity to be part of a childcare service in a close-knit community where you'll genuinely make a difference. You'll shape how children learn and grow, build strong connections with families, and be part of a small team that values collaboration and heart.

Croydon Shire offers low cost accommodation included, a competitive remuneration package of up to \$84k including 12% superannuation, five weeks annual leave and 17.5% leave loading. You'll also receive gym membership and relocation assistance to help you make the move.

The role is an ongoing appointment, providing both stability and the flexibility of a 9 day fortnight, giving you amazing work life balance and zero commute.

You'll join a welcoming community in the heart of the Gulf Savannah, where wide horizons, authentic outback living and meaningful work come together.

If you're looking for a childcare role with real impact and a lifestyle that reconnects you with what matters, Croydon is the place to be.



ABOUT THE ROLE

Purpose and reporting lines

The Childcare Educator, reporting to the Childcare Director is part of our Croydon Childcare Centre, a small but vital service at the heart of our remote Queensland community.

You'll help create a safe, welcoming place where children can learn, play and thrive. Working alongside your team and under the guidance of the Director, you'll deliver high-quality care that meets licensing requirements and national quality standards, while building genuine relationships with the families you work with.

As an educator, you'll plan and implement programs that reflect the Early Years Learning Framework and My Time, Our Place, supporting each child's individual development and learning journey.

You'll spend most of your time on the floor with the children, observing, engaging, and adapting your approach to meet every child's needs. You'll also contribute to the wider work of the centre, including documentation, quality improvement planning, and keeping the environment safe, clean and well-resourced. You're someone who reflects on your practice, stays up to date with current research, and is always looking for ways to do better for the children and families you serve.

This is a role where you can genuinely make a difference, supporting young children through some of their most important early years, and contributing to a close-knit outback community.



REMUNERATION

Your package includes

- Base salary: Up to \$71,500 p.a. based on years' experience, higher for qualified early childhood teachers.
- Superannuation of 12% up to \$8,100 p.a.
- **Relocation Assistance** up to \$3,000
- Extra week of annual leave to a total of five weeks (extra value up to \$1,300 p.a.)
- 17.5 % leave loading on 5 weeks of leave (value up to \$1,100 p.a.)
- Free annual Gym membership

Total remuneration value up to \$84k

++Plus

- Low cost **accommodation** included for you and your family
- The work life balance offered by a **9 day fortnight** flexibility
- Professional development opportunities



OPPORTUNITIES

and challenges

Contribute to a high-quality early childhood program: You'll help shape learning environments that are engaging, supportive and developmentally appropriate for children from birth to school age.

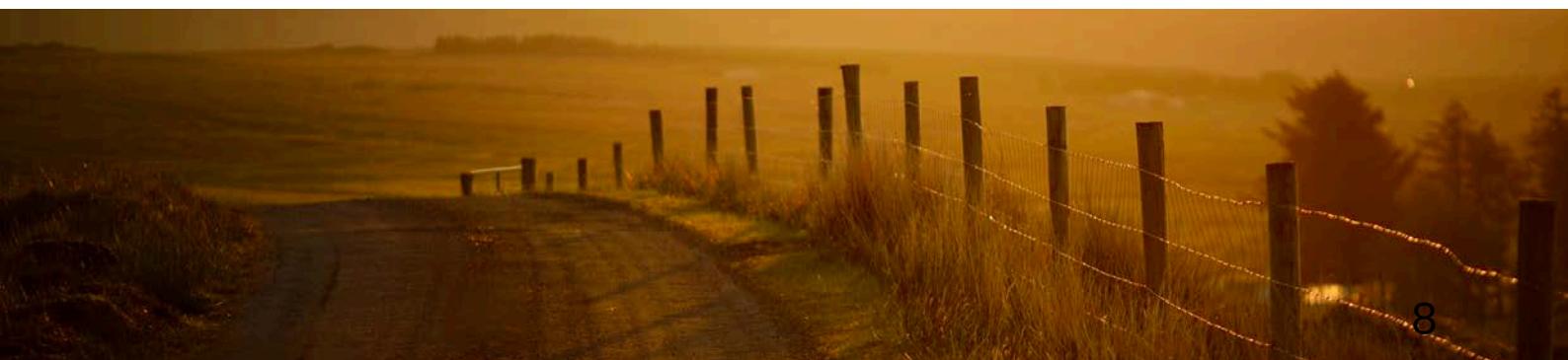
Build strong relationships with families and the community: This role allows you to connect closely with families, caregivers and the broader Croydon community, becoming a trusted and positive presence.

Be part of a small, dedicated team: You'll work collaboratively with fellow educators, engage in reflective practice and contribute to a close-knit team that values learning and professional growth.

Enjoy a unique outback lifestyle: Living in Croydon gives you the opportunity to enjoy a relaxed, welcoming community with a distinctive regional lifestyle and strong sense of connection.

Get hands-on with children every day: The role is primarily floor-based, working directly with children while also contributing to documentation, compliance and planning.

Work in a remote location: Croydon's remoteness can present challenges, including limited local services and the need to adapt quickly to outback living. That said, it also brings rewarding community ties and a lifestyle many people find hard to leave.



ABOUT YOU

Our ideal candidate

You genuinely love early childhood education and bring both experience and heart to your work. You hold the right qualifications, a Certificate III or Diploma in Children's Services, current First Aid and CPR certifications, and a valid Blue Card. You understand the National Quality Standards and know how to create learning environments where children feel safe, supported and excited to grow each day.

You communicate easily and build positive relationships with families, bringing a warm, steady presence to the centre. You enjoy being part of a small, close-knit community and value working in a role where relationships truly matter.

You're organised, proactive and comfortable balancing time on the floor with documentation and program planning.

You engage in reflective practice, stay curious about your own professional growth, and collaborate well with the people around you. Experience in remote locations is an advantage, and you're open to embracing the unique lifestyle Croydon offers.

Most of all, you bring integrity, reliability and a genuine commitment to the values of Croydon Shire Council and you're looking for a role where you can make a real difference every day.



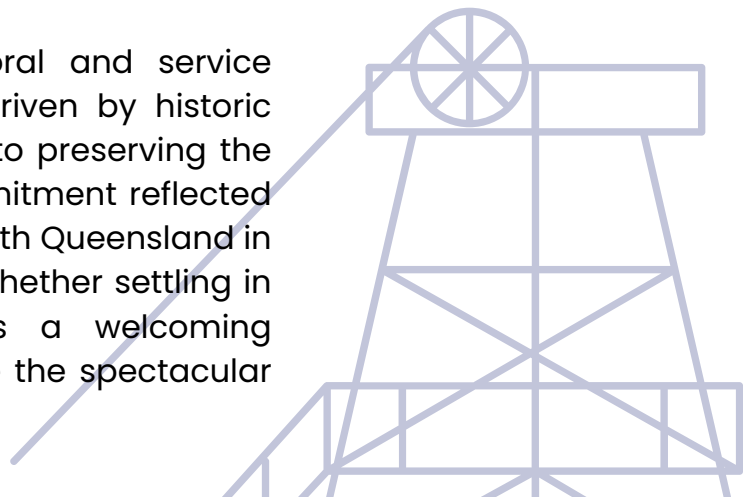
LIVING IN CROYDON

Life in the shire

Located approximately 550km southwest of Cairns in the heart of the Gulf Savannah, Croydon is a quaint and beautifully maintained town rich in heritage and outback charm. The Shire covers nearly 30,000 square kilometres and is a key stop along the famous Savannah Way, approximately 2,200 kilometres from Brisbane.

Croydon boasts stunning heritage buildings, the iconic Gulflander train, spectacular sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. The town provides all essential services including a supermarket, healthcare centre, schooling and recreational facilities, along with shady parks, picnic areas and playgrounds that foster community connection.

The local economy is grounded in pastoral and service industries, with a growing tourism sector driven by historic appeal. Croydon Shire Council is dedicated to preserving the area's mining and pastoral heritage, a commitment reflected in the town winning Friendliest Town in Far North Queensland in the 2008 Ergon Energy Tidy Towns Awards. Whether settling in or just passing through, Croydon offers a welcoming atmosphere and the perfect base to explore the spectacular Gulf Savannah.



ABOUT THE REGION

Where the tropics meets savannah

Far North Queensland is where the tropics meet a rich mix of cultures, landscapes and history. Stretching from Cairns through Cape York Peninsula toward the Torres Strait, the region is known for its rainforests, rugged ranges and connection to the Great Barrier Reef and Wet Tropics. Agriculture and cattle grazing underpin the regional economy, while Indigenous cultures remain deeply rooted, with many Aboriginal and Torres Strait Islander communities maintaining traditions that have shaped this land for thousands of years.

The Northern Gulf spreads westward toward the Gulf of Carpentaria, blending open savannah plains, ancient geological formations and true outback character. It's a region defined by wide horizons, cattle country and waterways that come alive during the monsoon. Small towns, historic mining sites and iconic journeys like the Savannah Way give the area a slow, steady rhythm, offering an unpolished, authentic experience of northern Australia.



CROYDON SHIRE COUNCIL

Working in our team

Working with Croydon Shire Council means being part of a small, close-knit organisation where relationships, cooperation and community connection really matter. Staff engage daily with colleagues across all levels from managers to frontline teams and collaborate closely to keep essential services running smoothly.

The Council places strong emphasis on maintaining positive professional relationships, fostering trust and integrity, and contributing to a unified team culture.

The experience is also shaped by a commitment to serving the wider Croydon community. Employees interact with residents, government agencies, contractors and community groups, playing an active role in ensuring services are delivered efficiently and respectfully.

This focus on community service paired with responsibilities ranging from customer support to infrastructure, governance and compliance creates a workplace where people can see the real impact of their contributions every day.



POSITION SUMMARY

Childcare Educator

Position Title	Childcare Educator (Qualified)
Department	Community Services and Early Childhood Education
Award	<i>Queensland Local Government Industry Award – State 2017</i>
Award Classification	Classification – Children’s Services worker
Position Type	Full time
Reports To	Childcare Centre Director

Position objective

You'll observe and assess each child's needs, adapting your approach to support diverse learning styles within the National Quality Framework. Building strong partnerships with families is key, ensuring every child has the best foundation for future learning and success.

Primary responsibilities

- Plan and implement educational programs aligned with the Early Years Learning Framework and My Time, Our Place.
- Observe and assess children's individual needs, adapting your approach to support their learning and development.
- Supervise and care for children in accordance with National Quality Standards, legislation and centre policies.
- Build and maintain positive relationships with families and caregivers through open and respectful communication.
- Maintain accurate documentation including incident reports, children's portfolios and program records.
- Contribute to quality improvement planning, staff meetings and professional development opportunities.
- Ensure the environment remains safe, clean and well-resourced, including completing risk assessments and managing supplies.



POSITION SUMMARY

Continued

Childcare Educator

Key Performance Indicators

- Regularly evaluate and reflect on programs and practice to ensure they meet the needs of individual children and align with all Quality Areas and learning frameworks.
- Maintain accurate and up to date records including children's portfolios, documentation and physical and electronic files.
- Contribute to a safe, clean and compliant centre environment while upholding Croydon Shire Council's Code of Conduct and Work Health and Safety requirements.

Council values

- **Excellence:** Commitment to delivering high quality services and outcomes for the community.
- **Collaboration:** Working together towards shared goals with colleagues, partners, and communities.
- **Inclusivity:** Valuing diversity and recognizing the contributions of all community members.
- **Integrity:** Treating everyone with honesty and integrity in all interactions.
- **Responsibility:** Encouraging accountability and taking responsibility for results and action.

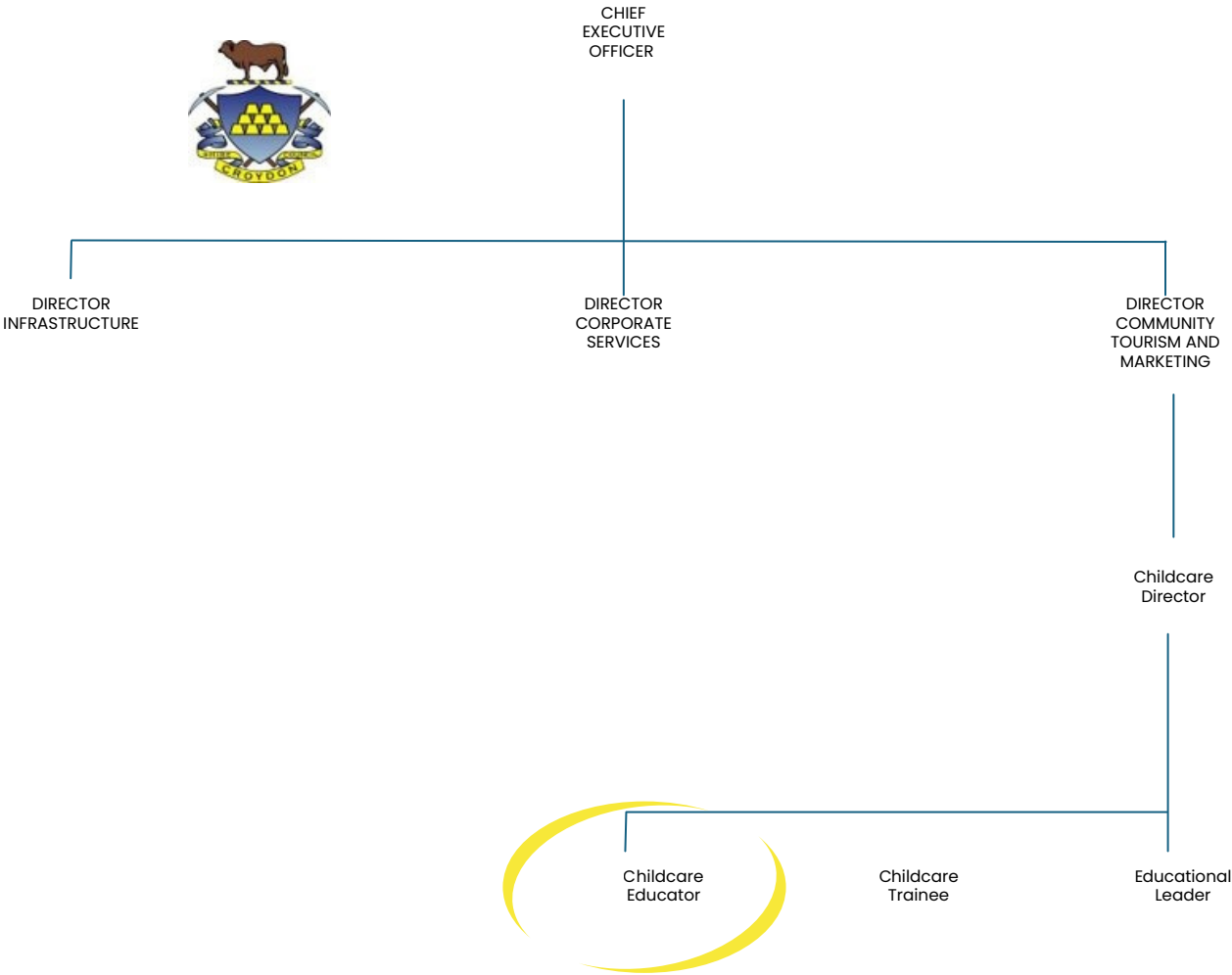
These values guide the council's operations and decision-making processes to ensure the best interests of the community are served.

Selection Criteria

1. Certificate III or Diploma in Children's Services, with current First Aid, CPR, Anaphylaxis and Asthma certifications suitable for a childcare setting.
2. Current Blue Card, with demonstrated knowledge of relevant legislation, regulations and standards for early childhood education and care.
3. Proven ability to communicate effectively with children, families and staff through both formal and informal channels.
4. Demonstrated skills, knowledge and experience in delivering high quality early childhood education and care.

ORGANISATION CHART

Childcare team



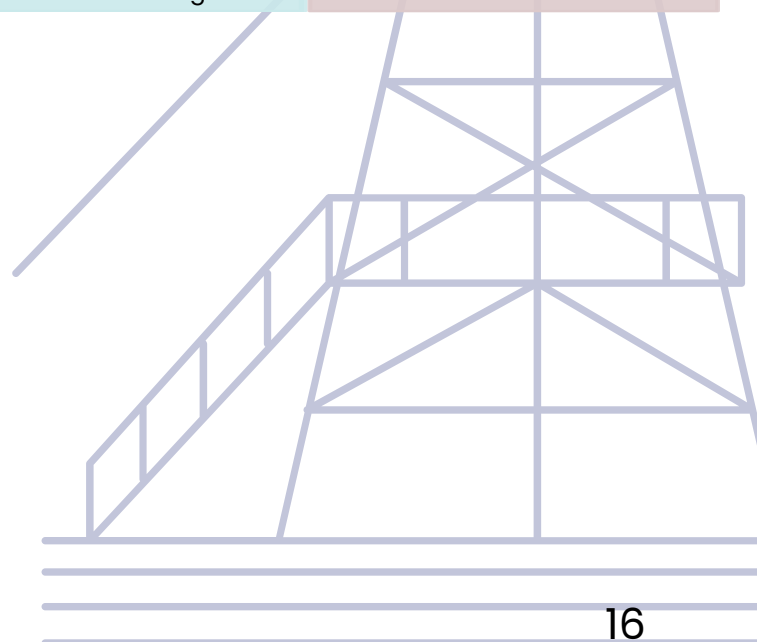
PORTFOLIOS

Senior Leadership Team

CEO

- Workplace health & Safety
- Native Title
- Risk management
- Town Planning
- Caravan Park
- Emergency/LDMG
- Strategic Planning

Infrastructure	Corporate Services		Community, Tourism and Marketing
<ul style="list-style-type: none"> ◦ TMR Maintenance, Upgrades & Flood damage ◦ Maintenance, Upgrades & Cleaning ◦ Heritage Buildings ◦ Council Buildings ◦ Shire Road Maintenance & Upgrade ◦ Fleet ◦ Water Supply ◦ Parks & Gardens ◦ Waste ◦ Aerodrome 	<ul style="list-style-type: none"> ◦ Finance / Budget ◦ Long Term Financial Forecast and financial strategic planning ◦ Audits – External, Internal & Audit Committee ◦ Financial Compliance ◦ Monthly and quarterly reporting ◦ Asset register and valuations ◦ Insurance ◦ Payroll ◦ Grants acquittals ◦ General ledger integrity ◦ Bank Reconciliations ◦ Creditor / Debtors ◦ Rates ◦ BAS ◦ Fringe Benefits Returns 	<ul style="list-style-type: none"> ◦ Reception / QGAP services ◦ Human Resources ◦ Local Laws compliance ◦ Policies and procedures ◦ Records Management ◦ Complaints ◦ Grants ◦ Delegations ◦ Government Compliance Reviews ◦ Staff ◦ Council Meetings ◦ ITC, website and social media ◦ Strategic Planning ◦ Food Act Licensing ◦ Facilities bookings 	<ul style="list-style-type: none"> ◦ Library and Community Engagement ◦ Childcare / Children's services ◦ Civic & Culture ◦ Funerals and Cemetery Management ◦ Sport and Recreation ◦ RADF ◦ Visitor Information Centre ◦ Heritage Precinct ◦ Stakeholder relationships – tourism ◦ Tourism development ◦ Genealogy ◦ Curation of heritage artifacts ◦ Heritage listed sites





APPLICATION PROCESS

Guidelines & information

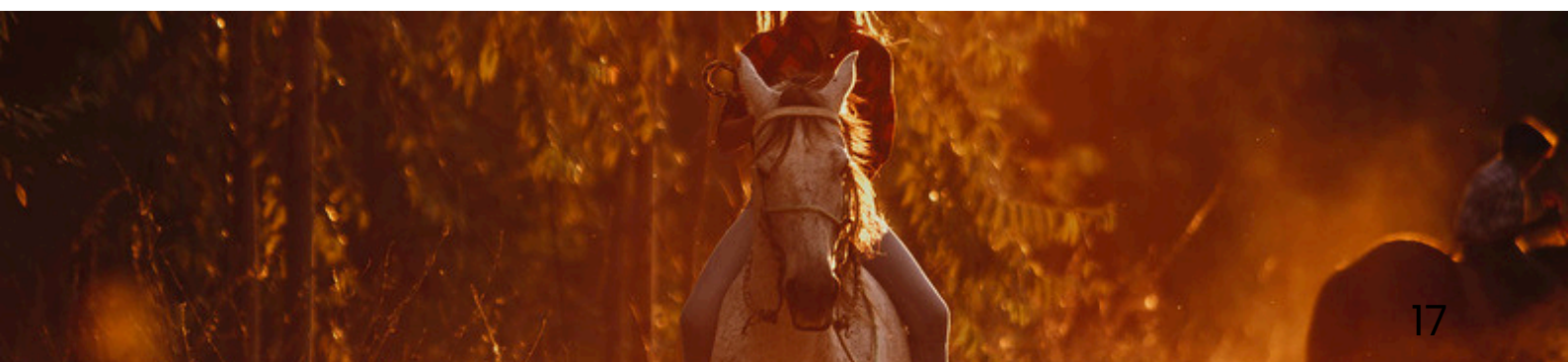
Your application should include a resume detailing your employment history, qualifications and contact details, with relevant achievements under each position and at least two referees.

Please also submit a cover letter outlining your motivation for applying and responses to the selection criteria in the position description.

All applications will be reviewed against the selection criteria, and suitable candidates will be shortlisted for interview. Panel interviews are held as soon as possible after applications close.

Shortlisted candidates may have their referees contacted, with your permission sought beforehand. The successful applicant may be required to undergo a National Police History Check, qualification verification and a pre employment medical.

Croydon Council respects your privacy. We operate under the National Privacy Principles set out in the *Privacy Act of 1988*. We won't share your information with any third party and your application will only be used for the purposes of undertaking this recruitment process.





Croydon Shire Council

Thank you!

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