



eeee

Welcome to Early Years

www.entreeearlyyears.com.au

Make your Next Connection Special





Welcome to Country

Entrée Early Years Recruitment acknowledges the Traditional Owners of the land upon which we work, the Kurna people of the Adelaide Plains. We pay our respects to Elders past and present, and extend that respect to all Indigenous Australian peoples.



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**Thank you
for joining us.**



entree
early years

Connecting teams, talent and educators

Welcome to Entrée Early Years Recruitment, the playful and fun-loving division of the multi-award-winning Entrée Recruitment. With 30+ years of sector experience, we're born out of a vision to create a specialised division dedicated to finding exceptional Early Childhood talent. Since 2011, we've connected early childhood stars with new opportunities and helped childcare centres find top talent.

Meet the Team



With a combined total of 30+ years in the Early Childhood sector!

Make your Next Connection Special



Consultant & Support Team



Jacqui Davey
Manager



Dianna Karounos
Partnership Manager



Sara Filippi
Operations Coordinator



Consultant & Support Team



Jordan McMahon
Recruitment Consultant



Samantha Lester
Recruitment Consultant



Julio Zavagli
Recruitment Consultant



Uniform & Presentation



BLACK SHIRT

Plain black shirt. Ensure your provided name tag is visible.



BLACK PANTS

Black plain long pants (loose). No leggings, activewear or jeans.



ENCLOSED BLACK SHOES

Black enclosed shoes, either in standard laced, Velcro, or sneaker-style



Travel & Punctuality



Getting to your Centre

We understand that sometimes things are outside your control. However, please check where your placement centre is located, how long it will take to travel and consider traffic.

If you are running late, please let your consultant know, and we will contact your placement centre.

Early Arrival

Please arrive at least 10 minutes before your shift starts. This will help you feel;

- Prepared and confident.
- Unhurried
- Reduce stress levels

It also creates a great first impression!

Start your day

When you arrive for your first shift or subsequent shifts

- First time; Introduce yourself to the staff (Director, Assistant Director or Certified Supervisor)
- Always sign in for your shift (manually / electronically)
- Ask for guidance around breaks, where you are needed and what is expected of you
- Familiarise yourself with the centre, surroundings and induction processes

First-time?

Site Induction Checklist



Throughout your day



Australian Children's
Education & Care
Quality Authority

QUALITY AREA 2: ACTIVE SUPERVISION: ENSURING SAFETY AND PROMOTING LEARNING

The Education and Care Services National Law and National Regulations require that all children being educated and cared for at an approved service are adequately always supervised and are protected from harm and hazards.

Children of different ages and abilities will need different levels of supervision. Generally, the younger children are, the more they need an adult to be close by to support and assist them. For young children, adequate supervision may involve children remaining near the adult who is supervising them. Supervision of infants and toddlers who are sleeping will need to be carefully considered to ensure educators can see and hear children. With preschool age children, the program may involve simultaneous use of indoor and outdoor environments. It is important that educators effectively supervise children in both environments.

[Download your Copy](#)



Shift Expectations



Teamwork and Communication

Please ensure communication is friendly, positive and respectful. Educators need to communicate and collaborate to ensure children are supervised effectively. This is necessary to ensure educators know where their colleagues are in the service and how this may affect the supervision of children. Additionally, it enables roles and responsibilities to be clearly understood. For example, educators should let their colleagues know if they are leaving an area for any reason, such as to get a resource from another room or to go to the bathroom.

Phones and Smart Watches

Under no circumstance is it appropriate to have your personal phone with you on the floor. If you need to make an important phone call, please notify the room leader and director. Let people know if they need to urgently reach you to call us or the centre directly.

If you have a smart watch, please ensure you silence or turn notifications off prior to your shift commencing.



Finishing your Shift



Check Ratios

Please check ratios before leaving your shift; remember that the educator-to-child ratio requirements need to be met.

Please ensure you know about these ratios and support the centre by following them while there.

Thank your Colleagues

Thank your colleagues before leaving, and make sure that any handover notes have been passed on.

Sign Out

Please ensure you sign out of the Centre prior to leaving. All of our Centre's send us this data to verify your end time.

Forgot?

0439 991 142

mail@earlyyears.au



Employee Portal



Employers ▾

Job Seekers ▾

About Us ▾

News & Resources ▾

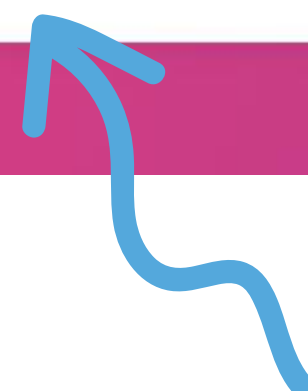
Contact us

Access Portal

Search Jobs

First Assignment

If this is your first assignment with Early Years, you will receive a separate email with your username and link to the Employee Portal via our system. Please check your junk mail if it has not been received, as sometimes it can appear there as spam. You can also log into the portal via the Employee Portal on our [website](#). **Please ensure you save this email as you only get one, and we can't re-send it to you in the future.**



Click here!



Enter your Details



My Profile

Please add your payroll details via the "MY PROFILE" heading.

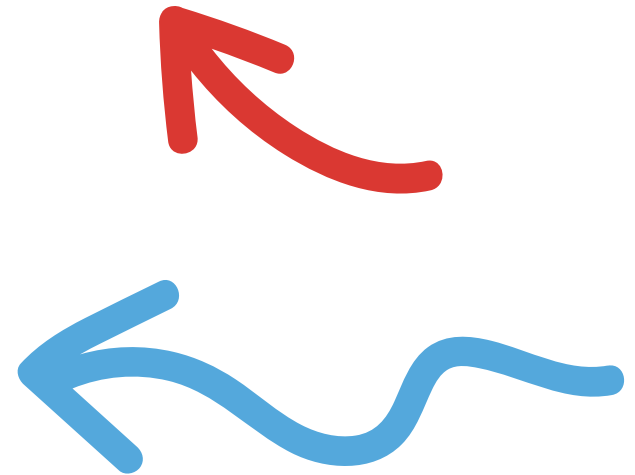
My Timesheets

Please submit your weekly timesheet via the "TIMESHEETS" heading.

My Payslips

You can access your weekly pay slips via the "MORE" heading.

Please sign in and update the portal so we can pay you.





Portal Example



[Home](#)

[My Profile](#)

[Timesheets](#)

[More](#)



Entrée Recruitment

We provide you a next generation recruitment service. With a balance between innovation and personal service, we utilise technology and social media to help grow your business or advance your career. We work quickly, proactively and utilise video and digital marketing to source top talent.



Timesheets



Start

Please Record all timesheets in 24-hour time.

Go to > Timesheets, Select > ‘Current Timesheets’ > Select “Edit”

Enter Start Time, End Time, Break Start/End (unpaid lunch break), Break Start/End (paid tea break).

There is a space to record a note to your timesheet approver.

Submit

Repeat for every day you worked during the week. When you are finished, click Save. You can then continue to log in and edit until you’re ready to submit for approval.

Once you are ready to SUBMIT all of your hours for that centre for the week, select SUBMIT.

Do not click submit until you have completed the hours for every day you have worked within the week. Once in submitted stage, if you find an error, you can correct this by following the steps in the portal guide.

Support

Please email our payroll team:

payroll@hender.com.au

Once you have your login details, please submit your timesheet by 7pm each Friday.

Every Friday you will need to submit your timesheets for the week.





TimeSheet Example



Current Submitted Approved

Current Timesheets

Timesheet	Client	Assignment	Start Date	End Date	Hours	
TS-0000006226	Paisley Park ELC Prospect	Emma Clifford - Temp - Cert II...	27-Mar-2023	02-Apr-2023	0	 Edit
TS-0000006311	Kidman Park Community Chil...	Emma Clifford - Temp - Cert 3 ...	27-Mar-2023	02-Apr-2023	0	 Edit





TimeSheet Example



	ENTRY DATE	START TIME	END TIME	BREAK START	BREAK END	BREAK PAID?	BREAK 2 START	BREAK 2 END	BREAK 2 PAID?	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon	24-Jul-2023	09:00	15:00			No			No		6	+
Tue	25-Jul-2023	07:45	16:00	11:00	11:30	No			No		8	+
Wed	26-Jul-2023	00:00	00:00			No			No		0	+
Thu	27-Jul-2023	00:00	00:00			No			No		0	+
Fri	28-Jul-2023	00:00	00:00			No			No		0	+



Sick Policy



Notice Period

You **MUST** give a minimum of **3-hours** notice before your shift starts if you cannot attend as it is very difficult to cover an already confirmed shift.

What to Do

Please ensure you let Entrée Early Years **AS SOON AS POSSIBLE** if you are unwell as this may leave a Centre short and out of ratio.

If you are unwell and cannot attend your booked shift, please call or text the after-hours number as the other numbers are only monitored during business hours.

Contact Us

Business Hours
(08) 8100 8876

or

Out of Hours
0439 991 142

It is unacceptable to give less than 3 hours notice unless in the event of an emergency.



Availability



Submitting Availability

Every Monday, you will receive a request for availability. We accept your availability via any of the following formats.

1. [Candidate Availability Form](#)
2. Return Email
3. Scan the QR

Shift Confirmation

Shift confirmations are sent out every Friday before the next working week. For last-minute shifts, you may be contacted throughout the week.

How to Submit



The sooner you complete your availability, the earlier you can commence your work!





Early Years
Welcome
2023

Q&A

Enough about us!
It's over to you guys

Candidate FAQ



Early Years
Welcome
2023

**Thank you
for Attending**
Come grab your welcome pack!

PHONE NUMBER

(08) 8100 8876

EMAIL

mail@earlyyears.au

WEBSITE

www.entreeearlyyears.com.au

**FOR QUESTIONS
OR ENQUIRIES**