



KUMON WHEELERS HILL EDUCATION CENTRE
Wheelers Hill Shopping Centre, 41a /190 Jells Road, Wheelers Hill, 3150

Kumon Education Assistant

Employer:

Kumon Wheelers Hill Education Centre

Position title:

Kumon Education Assistant

Remuneration/ Pay rate:

Clerks Private Sector Award 2010 MA000002

Location:

41a/200 Jells Road, Wheelers Hill Shopping Centre, Wheelers Hill 3150

Details:

Kumon Education Centre Assistant required to help provide tutoring and coaching services in English and maths to schoolchildren of all ages.

Duties and responsibilities include:

- Ensuring that the Education Centre is kept neat and tidy.
- Setting up the facilities prior to the arrival of the students.
- Marking students' worksheets.
- Ensuring proper and due record of worksheet results in students' Score Books.
- Updating Students' Goal and Progress Charts.
- Maintaining an environment conducive to study.
- Being aware and alert of potential problems or situations and bringing the Supervisor's attention to them.
- Supervising and assessing Achievement Tests.
- Assisting with other administrative/clerical duties.
- Assisting in promoting the Centre and increasing student enrolments.
- Any other duties directed by the Education Centre Supervisor.

Working Hours:

Generally 4-7 pm on one or more of Mondays, Tuesdays, Thursdays or Fridays.

Required Skills & Experience:

- High academic achievements.
- Fluency in English.
- Aptitude for working with schoolchildren.
- Ability to multi-task.

Please apply by email to Kumon.Wheelershill@gmail.com stating a time and contact number for a phone interview. Applicants must be 13 years or older. Applicants under 15 years of age will be hired subject to the grant of a Child Employment Permit and Parental Consent.