



REQUEST FOR CENTRE PAID ROLE

- The process for placing an employee can take at least 6 weeks – we recommend sending requests through **no later than Week 7** of the term for placement at the start of the following term.
- Centres should not approach existing or potential staff regarding employment and must ensure they **DO NOT** offer anyone a role or a particular pay rate for a role.
- Centres can discuss the type of role they are looking for and the amount of work available (i.e. how many hours, on what days, whether you want to cover additional non-contact time for planning/documentation or not).
- They can also discuss the total budget available to cover these costs, rather than a pay rate. We have given costings below based on the average session length. Individuals rates will vary based on their qualifications and/or experience and are set by Playcentre Aotearoa.

Centre name:	Is this a new role or replacement of employee who has resigned? (circle one) New role / Resignation	
Tirau Playcentre	Type of role: (Circle one) <ul style="list-style-type: none"> • Big Kids Session Facilitator (BK) • Session Support Worker (SSW) • Session Facilitator (SF) • Other 	Role status requested (circle one): <ul style="list-style-type: none"> • Permanent • Fixed term (note all fixed terms must have a genuine reason for fixed term):

	<i>Actual session times for all sessions</i>	<i>Please provide details for requested paid support e.g. 9am-12pm on session plus 30 mins non-contact time</i>	<i>Current training levels and FA on each session</i>	<i>Current number of children on session</i>
MONDAY				
TUESDAY	9.15am-12.15pm	9.00am-12.30pm	1x C3 1x Pea 2x Pia 5x FA	20
WEDNESDAY	9.15am-12.15pm	9.00am-12.30pm	1x C3 1x Pea 2x Pia 5x FA	20
THURSDAY				
FRIDAY				

Dates support required (If permanent then put in ideal start date)	27 th July 2021 – 15 th December 2021
Confirmation that Centre has approved this request and has budget for wages. For a 3-hour session, budget per year: SSW: \$2,520 - \$2,800 SF: \$2,670 - \$3,220 BK: \$2,600 - \$2,930	Total amount budgeted for wages: \$6,000 Please attach copies of: <ul style="list-style-type: none"> • Minutes of the meeting where you agreed to request paid support • Budget or Financial position



Centre Contact for this appointment	Name: Malesa Croke Position: Whanaungatanga Leader Email: tirau@playentre.org.nz Phone number: 0273269836
Any notes/added details:	We have put a fixed term on, as we would like to revisit and see how we are placed with training etc

If you have any questions, please call your Regional Support Lead, otherwise email completed forms and supporting information direct to them, allowing enough time for processes to happen.

REGIONAL OFFICE USE ONLY:

Licence and Qualifications checked against Supervision Plan / Person Responsible List	✓	Children numbers confirmed for session requesting employee	Under 2s 7	Over 2s 15
Centres Current Bank balances	\$ 30,823.20 \$ 8,850.33 \$	Confirmed via Xero / Spotlight reports	-	-
Budget reviewed via Xero for Centre's long-term viability		Total income calculation for session requesting employee		\$
Name of any current employee/s available to work in Centre (Incl. current pay rate / Quals / Police Vet valid date)?				
Approval/Processing:				
Name if current employee to approach for employment at Centre (or advertise) - Advertised (Centre / website) c3/c4/44.			Pay Rate to apply - \$ 20 + → \$ 22.20	
Date approved: 17/6/2021.	Regional Managers signature: <i>[Signature]</i>			
Date Centre advised of approval:		Date current employee accepted:		
If new Employee – Date Application for employment agreement emailed to Centre:		If new Employee – Date Application for employment form received by Regional office:		
Continue on with Application for Employment Agreement if New Employee - Otherwise:				