

Nirusha Khadka

Childcare Coordinator



✉ nirushakhadka977@gmail.com


📍 Sydney

PROFESSIONAL EXPERIENCE

Sep 2025 - Present

Currans Hill, NSW

Service Coordinator

3 Steps Early Learning Center 

- Coordinated daily operations of the early learning centre, ensuring smooth service delivery aligned with policies and procedures
- Led and supported a team of educators, including rostering, onboarding, and ongoing performance guidance
- Maintained compliance with the ACECQA standards and the National Quality Framework
- Built strong relationships with families, acting as the main point of contact for enquiries, enrolments, and feedback
- Managed enrolments, attendance records, and administrative documentation using childcare management systems
- Ensured a safe, inclusive, and engaging environment for children in line with the Early Years Learning Framework
- Monitored staff ratios and compliance with regulatory requirements at all times
- Supported curriculum planning and implementation in collaboration with educators
- Handled incident reports, risk assessments, and health & safety procedures
- Assisted in budgeting, resource allocation, and centre operations to meet business goals
- Organised events, parent meetings, and community engagement activities
- Maintained accurate records for audits, assessments, and quality improvement plans

Sep 2025 - Present

Gregory Hills, NSW

AIN - Support Worker

Marist Brothers - St. Gregory College 

- Delivered person-centred care, assisting with personal hygiene, dressing, grooming, and toileting while maintaining dignity and privacy
- Supported safe mobility and transfers using manual handling techniques and mobility aids, reducing fall risks
- Assisted with meals and monitored food and fluid intake, reporting concerns promptly to the Registered Nurse
- Observed and documented changes in residents' physical and emotional health, contributing to timely clinical interventions
- Supported medication rounds under RN supervision in line with scope of practice

- Maintained accurate progress notes and care documentation in compliance with organisational standards
- Promoted social engagement through one-on-one interaction and group activities, supporting residents' emotional wellbeing
- Followed individualised care plans to meet residents' medical, cultural, and spiritual needs
- Collaborated with multidisciplinary teams and communicated effectively with families to ensure continuity of care

May 2022 - Sep 2025

Vaucluse, Sydney AU

Childcare Co-ordinator/Director

Active Kids Group [📄](#)

- Recruitment, coordination and supervision of childcare staff with centre of 25+ children and 12+ staff
- Increased the occupancy rate from 66% to 100%
- Received outstanding feedback for all 7 quality areas
- Developing programs to grow the physical, emotional, social and intellectual development of the children
- Ensure the centre and staff comply with safety standards and government regulations.
- Managing the centre's finances and procurement of supplies
- Interacting with parents and meeting their needs and expectations
- Maintaining order within the establishment
- Accountable for the overall success of the childcare

Sep 2020 - May 2022

North Bondi, Sydney AU

Assistant Director (2IC)

Active Kids Group [📄](#)


- Mentored newly hired educators and ensure staff are aware of current thinking and practice in early childhood education, and service delivery.
- Responsible for the guidance, support, direction, discipline and general supervision of staff, students and volunteers working within the childcare service.
- Provided verbal and written feedback to aid reflective learning.
- Developed the Children's Program (reflecting Early Years Learning Framework guidelines).
- Wrote up the program, cooperating with staff and Children's needs.
- In compliance with the OH&S Policy, ensuring a safe environment is maintained for staff and children, with particular attention to children with anaphylaxis, allergies, asthma etc.
- Ensured that accurate records are kept in regard to accidents, incidents, injury, illness and medication.
- Liaised with families in regard to the day-to-day happenings.
- Co-operated and communicate effectively with parents about their childcare needs.
- Promoted good parent-Centre relationships.
- Encouraged parental involvement in the Childcare program.

- Maintained observations and records of individual children's progress, particularly those identified through staff observation.

Jul 2019 - Sep 2020

Vaucluse, Sydney AU

Childcare Educator/Room Leader/Educational Leader

Active Kids Group 

- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Prepared meals and snacks for children, diaper changes and bottle-fed babies.
- Conducted and check action programs designed for young children.
- Arrange changeover periods like indoor-outdoor activities, lunch and rest for children.
- Prepared craft materials and help children to use them.
- Directed children in the development of proper eating, dressing and toilet habits.
- Maintained a clean and safe environment for the children.
- Watched over children and report observations to the supervisor.
- Discussed the progress and problems of children at personnel meetings with parents.

2018 - 2019

Bronte, Sydney AU

Childcare Educator

Mother Goose Childcare Centre 

- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Prepare meals and snacks for children, Diaper change and bottle-fed babies.
- Conduct and check action programs designed for young children.
- Arrange changeover periods like indoor-outdoor activities, lunch and rest for children.
- Prepare craft-materials and help children to use them.
- Direct children in the development of proper eating, dressing and toilet habits.
- Maintain clean and safe environment for the children.
- Discuss progress and problems of children at personnel meetings with parents.

 **EDUCATION**

Bachelor of Early Learning and Education


La Trobe University

2025 - Present

Diploma in Early Childhood Care and Education

Auskills Training

Cert III in Early Childhood Care and Education

Australasian International Academy 

Proficiency Certificate Level in Nursing

Chhinnamasta Academy

 **CERTIFICATES**

Registered Nurse (Regd. No. 41474)

Nepal Nursing Council

First Aid Certificate

Anaphylaxis

Working with Children Check

AWARDS

2024

Outstanding Service

Active Kids Group

2023

Above & Beyond

Active Kids Group

For above and beyond dedication to Active Kids Group and remarkable commitment to nurturing young minds

2022

Outstanding Community Engagement Award

Active Kids Group

Excellence in fostering strong connections between providers, families, and the broader community, benefiting children and society

2021

Most Valuable Performer Award

Active Kids Group

In recognition of value and dedication to Active Kids Group

2020

Unexpected Acts

Active Kids Group

In recognition of Unexpected Acts with Active Kids Group through COVID 19

REFERENCES

Available upon request