



Position Details

REPORT TO:	Executive Leadership Team (ELT) delegated Principal
FTE:	0.6 FTE
CLASSIFICATION LEVEL:	OSHC Pay Point 6.1

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The OSHC Coordinator position is based at Sunrise Christian School Fullarton and is accountable to the Executive Leadership Team (ELT) delegated Principal.

Position Overview

Position Summary	<p>The OSHC Coordinator is responsible for providing support to the Out of School Hours Care (OSHC) Directors across all of the Sunrise School locations. Key tasks will include but not be limited to:</p> <ul style="list-style-type: none"> • Director support • Administration & Compliance • Policy & Procedure Development support
Reporting / Working Relationships	<p>The OSHC Coordinator is accountable to and under the direction of the Executive Leadership Team (ELT) delegated Principal. The ELT provides leadership for the schools OSHC services and sets the general direction and ethos for all staff, students and community members.</p> <p>The OSHC Coordinator will:</p>



	<ul style="list-style-type: none"> • will work closely with the OSHC Directors at all Sunrise sites. • should maintain and foster positive relationships with all staff. • will work closely with and be supported by the ELT delegated principal.
Special Conditions	<ul style="list-style-type: none"> • Some out of hours work will be required to visit the OSHC centres during hours of operation including travel to country sites. • Drivers licence and own vehicle required

Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
Director Support	<p>The OSHC Coordinator will have responsibility for leading the following activities and delivery of the following key tasks to support OSHC Directors across all locations:</p> <ul style="list-style-type: none"> • Provide ongoing support to OSHC Directors to strengthen leadership capability and service quality. • Coordinate and facilitate targeted training and professional development aligned with NQF standards and continuous improvement. • Assist Directors to ensure service operations comply with organisational policies, procedures, and NQF requirements. • Conduct mock Assessment and Rating visits to support services in preparing for official assessment processes. • Undertake site visits to each service at least once per term to monitor quality and provide tailored support. • Plan and facilitate termly network meetings to encourage collaboration, shared practice, and professional dialogue among Directors. • Any other tasks as determined by the Principal



Administration & Compliance	<p>The OSHC Coordinator will have responsibility for supporting the OSHC Directors across all locations with the following administration & compliance tasks:</p> <ul style="list-style-type: none">• Maintain up to date knowledge and ensure compliance with the National Qualify Framework (NQF) and related legislation across all locations.• Act as a key liaison between OSHC Directors and school Principals to ensure clear communication and alignment of expectations.• Support Principals in the induction and onboarding of new Directors, ensuring understanding of NQF requirements and organisational expectations.• Promote consistency and quality assurance across all OSHC services within the Sunrise group of schools.• Support OSHC Directors in the SIP process• Support the OSHC Directors to ensure that each centre's Quality Improvement Plan is being implemented and adhered to and updated annually.• Working with Principals to support Directors with the process of account processing and financial matters as required• Any other administration & compliance tasks as required or directed by the Principal that may come about as a result of mandated compliance requirements.
Policy & Procedure Implementation & Support	<p>The OSHC Coordinator is required to provide support to OSHC Directors across all locations through leading the following tasks in regard to policies and procedures and their subsequent implementation:</p> <ul style="list-style-type: none">• Assist with the development and implement new policies in response to regulatory updates, service needs, and best practice.• Distribute and communicate policies effectively to ensure consistent understanding and application across all services.• Facilitate the timing and process of policy reviews and work with the Directors to update existing policies on an annual basis to maintain compliance with NQF and continuous improvement principles.



	<ul style="list-style-type: none"> • Oversee the implementation of procedures and develop standardised templates to ensure consistency and equity across all sites. • Ensure that each centre adheres to all relevant regulations, statutory requirements and programs with onsite visits where required. • Any other tasks as required to provide a high standard of policy & procedural support to the OSHC Directors.
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Person Specification

Essential Minimum Requirements

Qualifications	<ul style="list-style-type: none"> • Must possess an ACECQA approved qualification for educators working with over preschool aged children. (this includes having completed two years of a Bachelor of Education, a relevant diploma in childcare, or any other Approved Qualification for South Australia)
Compliance	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"> • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment. • Proof of completion of the of National Child Safety Training through the Australian Government Department of Education’s website. • A recent National Police Clearance Check. • Sexual Harassment Awareness Training. • Protective Practices Training. • First Aid and CPR certificates.
Experience	<ul style="list-style-type: none"> • Previous experience working in an OSHC or childcare facility is essential



<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of programming in an educational area • Knowledge of the ability levels of primary school-aged children • Knowledge of the National Quality Framework (NQF) including: <ul style="list-style-type: none"> ○ National Quality Standards (NQS) ○ My Time, Our Place Learning Framework ○ Laws & regulations
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Excellent administrative, verbal and written communications skills are required • The ability to interact and staff and other stakeholders in a positive, sensitive and respectful manner • Effective observation and reporting skills • Ability to work autonomously • Competent computer skills • Strong organisational abilities to manage time, resources and multiple tasks effectively
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

Desirable Characteristics

<p>Qualifications</p>	<ul style="list-style-type: none"> • Any industry relevant and ACECQA qualifications in relation to the OSHC sector or related industries
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Compliance	<ul style="list-style-type: none">• Food Safety Training is desirable
Experience	<ul style="list-style-type: none">• Previous experience working as an OSHC Director or in a leadership capacity in an OSHC environment• Previous experience working in policy development would be advantageous.• Previous experience in applying the NQF & NQS in an OSHC setting would be highly regarded.
Knowledge	<ul style="list-style-type: none">• Knowledge of SPIKE an Australian Childcare Management system, would be advantageous.• Sound working knowledge of an OSHC facility and OSHC funding and reporting requirements is desirable.

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELT may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Principal Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____