



POSITION DETAILS

REPORT TO:	Principal
FTE:	(as negotiated) 23 hours per week 41 weeks per year
CLASSIFICATION LEVEL:	Level 7.2 for an OSHC service with 1-39 places Level 7.3 for an OSHC service with 40-59 places

JOB SPECIFICATION

POSITION OVERVIEW

Position Summary	The Out of School Hours Care (OSHC) Director is responsible for developing and implementing programs that align with school policies and the My Time Our Place framework. This role includes managing the administrative functions of the program, effectively communicating with parents and caregivers, and overseeing staff management. Additionally, the Director is tasked with planning and executing Vacation Care services.
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KEY RESPONSIBILITIES

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Programme Development and Implementation	<p>The OSHC Director is required to</p> <ul style="list-style-type: none"> • Develop activities for the children that are developmentally appropriate • Provide a safe and healthy environment for the children • Work within the OSHC policies, procedures and timetables • Meet individual needs of children according to the spiritual, education, care and recreational philosophy of the programme • Assist children with personal hygiene where appropriate • Deal with emergencies and hazards in accordance with OSHC and WHS policies



Administrative Functions	<p>The OSHC Director is required to</p> <ul style="list-style-type: none"> • Manage families accounts using SPIKE software including submitting regular reports to the Bursar • Send accounts to families and collect fees • Follow up outstanding OSHC debtors • Source OSHC resources within assigned budget in conjunction with the CP • Fulfil Government accountability requirements as necessary

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • Must possess a minimum Diploma ACECQA approved Qualification (or have completed two years of a Bachelor of Education and be working towards completion of this qualification) • First aid certificate (including HLTAID012) • Responding to risks of harm abuse and neglect in education and care training (RRHAN-EC) • Food Safety Training • A current satisfactory WWCC (Working with children check) will be required at commencement of employment
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent verbal and written communications skills are required • The ability to interact with children, parents and staff in a positive, sensitive and respectful manner • Effective observation and reporting skills • Ability to work autonomously • Ability to supervise and co-ordinate children, staff and volunteers • Excellent administrative skills are essential • Good computer skills
PERSONAL ATTRIBUTES	<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.



	<ul style="list-style-type: none"> • 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.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working with children is essential
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of programming in an educational area • Knowledge of the ability levels of primary school age children

DESIRABLE CHARACTERISTICS

EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working with children is essential • Previous experience with SPIKE would be advantageous
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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 Manager Corporate Services 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: _____ Date _____
Principal Sunrise Christian School

Accepted by: _____ Date _____
Applicant