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OUT OF SCHOOL HOURS CARE (OSHC) DIRECTOR

Sunrise Christian School Whyalla

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA. Our schools offer academic excellence in a faith based setting with teachers dedicated to meeting the needs of their students to ensure they are able to reach their full potential.

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.

Each School is managed by a Principal. Our ELCs are managed by a Regional Director who is assisted by an ELC Director at each location.

The Board have appointed a Chief Executive Officer (CEO) to provide leadership to the Senior Management Team (SMT) of the schools and early learning centres under the banner of Adelaide Christian Schools (ACS).

The primary corporate service functions of ACS are based at the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and the co-location of finance and administration staff enables the Manager of Corporate Services and Manager of Corporate Finance to work closely together in a team environment which supports Senior Management, the School and ELC Board, the SMT and the strategic direction of ACS.

The OSHC Director is employed by Sunrise Christian School Whyalla and is accountable to the Principal.



JOB SPECIFICATION

OVERVIEW

The OHSC Director is responsible for:

- Development and implementation of a suitable programme for OHSC within the School policies and guidelines
- Administrative functions of the programme

KEY RESPONSIBILITIES

PROGRAMME DEVELOPMENT AND IMPLEMENTATION

The OHSC Director is required to

- Develop activities for the children that are developmentally appropriate
- Provide a safe and healthy environment for the children
- Work within the OHSC 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

The OHSC Director is required to

- Manage families accounts using SPIKE software including submitting regular reports to the Bursar
- Send accounts to families and collect fees
- Follow up outstanding OHSC debtors
- Source OHSC resources within assigned budget in conjunction with the CP
- Fulfil Government accountability requirements as necessary

The position will be reviewed as the roles change and will be appraised on a regular basis.

Approved _____ Date _____
Principal Sunrise Christian School Whyalla- Signature

Approved _____ Date _____
Applicants Signature



PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

- Must possess a DECD OSHC Approved Qualification with a minimum of Diploma (includes having completed two years of a Bachelor of Education and be working towards completion of this qualification)
- First aid certificate
- Mandatory reporting

SKILLS / ABILITIES

- 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

- An on-going 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 life style 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

- Previous experience working with children is essential

KNOWLEDGE

- Knowledge of programming in an educational area
- Knowledge of the ability levels of primary school age children

OTHER CONDITIONS

- A current satisfactory DCSI Child Related Employment Check will be required before commencement of employment

DESIRABLE CHARACTERISTICS

EXPERIENCE

- Previous experience with SPIKE would be advantageous