



**JOB AND PERSON SPECIFICATION**

**OSHC DIRECTOR**  
**&**  
**OSHC PROCEDURAL SUPPORT OFFICER**

**SUNRISE CHRISTIAN SCHOOL PARADISE**

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.

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 Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

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 Board and the strategic direction of ACS.

**Head Office**

Suite 6,  
2-4 Henley Beach Road  
Mile End, SA 5031  
ABN 80 961 871 513

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E [info@sunrise.sa.edu.au](mailto:info@sunrise.sa.edu.au)  
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**Fullarton Campus**

95 Wattle Street  
Fullarton, SA 5063  
P 08 8179 2700

**Paradise Campus**

4 Crowle Road  
Paradise, SA 5075  
P 08 8337 2966

**Morphett Vale  
Campus**

70-74 Pimpala Road  
Morphett Vale, SA 5162  
P 08 8322 7279

**Marion Campus**

286 Sturt Road  
Marion, SA 5043  
P 08 8296 3761

**Naracoorte Campus**

72 Old Caves Road  
Naracoorte, SA 5271  
P 08 8762 4233



## 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.

The OSHC Procedural Support Officer is responsible for:

- The provision of procedural support to the OSHC Directors of other Sunrise Christian Schools.

This position will be based at Sunrise Christian School Paradise but will need to travel to other Sunrise Christian Schools as required.

## 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 Principal
- Fulfil Government accountability requirements as necessary.

### PROCEDURAL SUPPORT

As delegated by the Principal, the OSHC Procedural Support Officer is required to

- provide procedural support to other OSHC Directors within the Sunrise Schools
- assist in the training of OSHC employees as required
- assist the Directors in the development of staff awareness of accountability, legal

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- liability and duty of care to children
- assist in the encouragement of employees to develop strong team work skills and create a supportive team environment
- support a culture of continuous learning in the workplace (including own workplace learning)

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

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal Sunrise Christian School Paradise - Signature

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Applicants Signature

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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### EDUCATIONAL QUALIFICATIONS

- Must possess a minimum Diploma OSHC Approved Qualification (this includes having completed two years of a Bachelor of Education and be working towards completion of this qualification)
- First aid certificate (including HLTAID004)
- Responding to abuse and neglect in education and care training

#### 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



**SUNRISE**  
Christian School

### 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 in an OSHC or child care facility is essential
- A sound working knowledge of an OSHC facility and OSHC funding and reporting requirements is required

### KNOWLEDGE

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

### OTHER CONDITIONS

- A current satisfactory Working with Children Check will be required before commencement of employment

### DESIRABLE CHARACTERISTICS

### EXPERIENCE

- Previous experience with SPIKE would be advantageous

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