



SUNRISE
Christian School

JOB AND PERSON SPECIFICATION

OSHC DIRECTOR

SUNRISE CHRISTIAN SCHOOL

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 an Executive Director, reporting to the CEO, who is assisted by a Director at each location.

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006



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
- Managing and training OSHC employees as required

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

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
- Ensure the facility adheres to all relevant regulations and statutory requirements
- Ensure the facility meets or exceeds quality assurance requirements
- Liaise with families and outside agencies
- Develop and maintain policies and practices for the facility in conjunction with other OSHC Directors and Procedural Support Officer

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006

ADMINISTRATIVE FUNCTIONS

The OHSC Director is required to:

- Manage families' accounts using SPIKE software including submitting regular reports
- 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.

MANAGERIAL FUNCTIONS

The OSHC Director is required to:

- Recruit, train, and roster OSHC employees as required



SUNRISE
Christian School

- Develop staff awareness of accountability, legal liability, and duty of care to children
- Encourage employees to develop strong teamwork 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 role changes and will be appraised on a regular basis.

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006

Approved _____ **Date** _____
Principal Sunrise Christian School - Signature

Approved _____ **Date** _____
Applicant's Signature





SUNRISE
Christian School

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

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 HLTAID012)
- Responding to risks of harm 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

PERSONAL ATTRIBUTES

- 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.

EXPERIENCE

- Previous experience working in an OSHC or childcare 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

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006



SUNRISE
Christian School

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006

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

