



**POSITION DETAILS**

REPORT TO:	Principal
FTE:	As negotiated
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**

<b>Position Summary</b>	<p>The OSHC Director is responsible for:</p> <ul style="list-style-type: none"> <li>• Development and implementation of a suitable programme for OSHC within the School policies and guidelines</li> <li>• Administrative functions of the programme</li> <li>• Managing and training OSHC employees as required</li> </ul>
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"> <li>• OSHC Directors are accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.</li> <li>• OSHC Directors should maintain and foster positive relationships with all staff, including the other members of the OSHC team at their site and across the Sunrise network.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• A current satisfactory Working With Children Check will be required before commencement of employment</li> <li>• Some out of hours work may be required</li> <li>• Driver's licence and own vehicle required</li> </ul>



## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Programme Development and Implementation	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"><li>• Develop activities for the children that are developmentally appropriate</li><li>• Provide a safe and healthy environment for the children</li><li>• Work within the OSHC policies, procedures, and timetables</li><li>• Meet individual needs of children according to the spiritual, education, care and recreational philosophy of the programme</li><li>• Assist children with personal hygiene where appropriate</li><li>• Deal with emergencies and hazards in accordance with OSHC and WHS policies</li><li>• Ensure the facility adheres to all relevant regulations and statutory requirements</li><li>• Ensure the facility meets or exceeds quality assurance requirements</li><li>• Liaise with families and outside agencies</li><li>• Develop and maintain policies and practices for the facility in conjunction with other OSHC Directors and Procedural Support Officer</li><li>• Develop and maintain a Quality Improvement Plan</li></ul>
Administrative Functions	<p>The OSHC Director is required to:</p> <ul style="list-style-type: none"><li>• Manage families' accounts using SPIKE software including submitting regular reports</li><li>• Send accounts to families and collect fees</li><li>• Follow up outstanding OSHC debtors</li><li>• Source OSHC resources within assigned budget in conjunction with the Principal</li><li>• Fulfil Government accountability requirements as necessary.</li></ul>
Managerial Functions	<p>The OSHC Director is required to:</p> <ul style="list-style-type: none"><li>• Recruit, train, and roster OSHC employees as required</li><li>• Develop staff awareness of accountability, legal liability, and duty of care to children</li><li>• Encourage employees to develop strong teamwork skills and create a supportive team environment</li></ul>



	<ul style="list-style-type: none"> <li>• Support a culture of continuous learning in the workplace (including own workplace learning)</li> </ul>
--	--

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Must possess a minimum Diploma ACECQA-approved Qualification (this includes having completed two years of a Bachelor of Education and be working towards completion of this qualification)</li> <li>• First aid certificate (including HLTAID012)</li> <li>• Responding to risks of harm abuse and neglect in education and care training (RRHAN-EC)</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communications skills are required</li> <li>• The ability to interact with children, parents and staff in a positive, sensitive and respectful manner</li> <li>• Effective observation and reporting skills</li> <li>• Ability to work autonomously</li> <li>• Ability to supervise and co-ordinate children, staff and volunteers</li> <li>• Excellent administrative skills are essential</li> <li>• Good computer skills</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li> <li>• A mature faith and active involvement in a local church.</li> <li>• A proven lifestyle founded on Biblical Christian principles.</li> <li>• A life that demonstrates the indwelling of the Holy Spirit.</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> </ul>



<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience working in an OSHC or childcare facility is essential</li> <li>• A sound working knowledge of an OSHC facility and OSHC funding and reporting requirements is required</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of programming in an educational area</li> <li>• Knowledge of the ability levels of primary school age children</li> </ul>

**DESIRABLE CHARACTERISTICS**

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience with SPIKE would be advantageous</li> </ul>
-------------------	--

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