Outside of School Hours Care (OSHC) – Assistant Coordinator Position.

The Outside of School Hours Care (OSHC) program is looking to employ a qualified assistant coordinator for the after school care component of the program. The position is a 6 month contracted position, with a strong possibility of extension. The successful applicant will be required to start immediately.

**Hours per week:** 15 hours per week during school terms (2 – 5.00pm)

Some extra hours may be required during school holiday periods

**Annual Leave:** 4 weeks per year, a portion of which must be taken when the service is closed over Christmas.

**Salary:** Is paid under the Education Support award, Level 1, Range 2.

**Qualifications:** Applicants must hold, or be enrolled and studying for a diploma level qualification that has been approved for educators working with children over pre-school age in Victoria. A teaching qualification is also considered appropriate.

**Additional Requirements:** It is preferred that the successful applicant hold a level 2 first aid certificate, anaphylaxis training and a current working with children check, however these can be arranged to be completed once employment has been established.

**Position Description:** Please see below for the assistant coordinator job description.

**Applications:** Applications need to include a CV, addressing the Key Responsibilities and Duties of the job description.

Please address all applications to:

*The Coordinator*

*Glen Katherine Primary School OSHC*

*Calendonia Drive*

*Eltham North VIC 3095*

**Applications close Friday 22nd August 2014**

Any questions regarding the job may be addressed to the OSHC coordinator, Narelle Seivers on 9431 2503.
Outside of School Hours Care Assistant Coordinator – Job Description:

**Position Objective:**
- To work cooperatively and professionally as a member of a team in order to provide a high quality program for all children in the service.
- To assist the coordinator and other assistant coordinators with the efficient and effective operation of the program.

**Organisational Relationship:**
- The Assistant Coordinator is directly responsible to the Coordinator and ultimately to the school council.

**Key Responsibilities and Duties:**

**General Responsibilities:**
- To be aware of and implement the policies and procedures of the program.
- To work within the legislated guidelines of the Education and Care Services Regulations, National Quality Standards and the My Time, Our Place Framework.
- To fill in for the Coordinator or other Assistant Coordinators when needed.
- Assisting in the keeping of the OSHC room in a clean and tidy manner.
- Any other duties as directed by the Coordinator.

**Administration:**
- To insist in planning, preparing and implementing weekly programs.
- To take parent payments, listen to messages on the answering machine and answer any parent concerns.
- To be familiar with the daily operation of the program, including roll call, routines, parent payments, fees and any other relevant information pertaining to the program.
- Contribute to the documentation of children’s learning through observations and records.
- Any tasks delegated by the coordinator.

**Children:**
- Assisting children who have injured themselves, using current first aid knowledge.
- Administer any medication necessary – only if requested in writing by a parent/guardian – in accordance with the services policies and procedures.
- Discipline children in accordance with the school behaviour policy.
- Direct, assist and comfort children when necessary.
- Taking roll call and locating missing children.
- Treat all children as individuals and with respect.
- Direct, assist and comfort children when necessary.
- Treat all children as individuals and with respect.
- Organising children during transition times.
- Assisting in the preparation and serving of snacks and cleaning up afterwards.

**Staff:**

- To work as a member of a cooperative and professional team.
- To attend staff meetings and training as required.
- To keep in communication with the Coordinator on any relevant issues via conversations and the communication book.
- To direct and delegate tasks to staff.

**Parents:**

- To develop good relationships and effective communication with families.
- To deal with parent complaints and/or direct them to the Coordinator.

**Essential Characteristics:**

- Experience in working with children.
- The ability to plan, work and manage time effectively.
- Well developed organisational skills.
- The ability to delegate, lead and work effectively in a team environment.

**Essential Requirements:**

- Relevant qualifications as stated in the Children’s Services Regulations.
- Current Working With Children Check.
- Current First Aid Level 2 Certificate.
- Computer literacy.
- Anaphylaxis training.
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Please see the school website for more information – glenkps.vic.edu.au

Thanks, Narelle Seivers OSHC Coordinator.