



JOB DESCRIPTION OSHC COORDINATOR

Employment Conditions	Part-time, ongoing subject to successful completion of 6 month probation period
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Junior School
Last Revised	May 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The OSHC Coordinator undertakes the coordination of our Out of School Care and Vacation Care programs at St Mary's, ensuring a high level of quality care is provided to the children in our care.

RESPONSIBILITIES

GENERAL DUTIES

- Ensure required policies under the Education and Care Regulatory Unit (ECRU) are up to date.
- Ensure all relevant documentation is evident as stated by ECRU.
- Plan, implement and evaluate a stimulating and diverse program relevant to the developmental needs of children attending the service, including those with additional needs.
- Excellent communication skills and ability to build strong, positive relationships.
- Organise and maintain program resources and ensuring the program venue is maintained to a high standard.
- Establish guidelines that encourage positive behaviour and facilitate effective interaction between groups and individuals utilising the service.
- Administer procedures that ensure the health and safety of all children.
- Manage OOSC staff.
- Report and document observations of individuals or groups of children and the activities they are participating in for planning purposes.
- Model and live the St Mary's Anglican Girls' Schools' values and behaviours.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Certificate 3 or Diploma of Early Childhood Education, Diploma of Out of School Age Education and Care or qualification recognised by ACECQA.
- Must hold and maintain a current First Aid Certificate Level 2, Anaphylaxis training, Asthma and Diabetes Level 1 training or be willing to obtain these.
- A valid Working with Children Check clearance and National Police Clearance (to be obtained on appointment).

Desirable

- Food Safety Handling certification

Experience and Skills

Essential

- A thorough knowledge and understanding of the National Quality Standards and policies relating to the Education and Care Regulatory Unit.
- An indepth understanding and experience with the regulations that govern Out of School Care Centres.
- Experience working with Kindergarten to school-aged children in delivering children's indoor and outdoor activities in an OSHC and/or vacation care program environment.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of Junior School
OSHC staff
OSHC children

External

Parents, guardians or relatives of students

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School. St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values. St Mary's is a non-smoking campus and all staff are expected to adhere to this.