



**SUNRISE**  
Christian School

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

## **JOB AND PERSON SPECIFICATION**

### **OSHC DIRECTOR**

#### **SUNRISE CHRISTIAN SCHOOL WHYALLA**

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. 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 OSHC Director is responsible to the Principal and will work in conjunction with the OSHC Procedural Support Officer.

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 OSHC Director is responsible for:

- Development and implementation of a suitable programme for OSHC within the School policies and guidelines
- Administrative functions of the programme

### **KEY RESPONSIBILITIES**

#### **PROGRAMME DEVELOPMENT AND IMPLEMENTATION**

The OSHC 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 OSHC 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 OSHC 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 OSHC debtors
- Source OSHC resources within assigned budget in conjunction with the CP
- Fulfil Government accountability requirements as necessary



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The position will be reviewed as the role changes and will be appraised on a regular basis.

**Approved**

Principal Sunrise Christian School - Signature

Date \_\_\_\_\_

**Approved**

Applicants Signature

Date \_\_\_\_\_

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**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**EDUCATIONAL QUALIFICATIONS**

- Must possess an ACECQAA OSHC Approved Qualification
- First aid certificate
- Working With Children Check
- Responding to Abuse and Neglect

**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.





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- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

**EXPERIENCE**

- Previous experience working with children is essential

**KNOWLEDGE**

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

**OTHER CONDITIONS**

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

**DESIRABLE CHARACTERISTICS**

**EXPERIENCE**

- Previous experience with SPIKE would be advantageous

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