



## POSITION DETAILS

REPORT TO:	Principal
HOURS:	18.75 hours per week 41 weeks per year
CLASSIFICATION LEVEL:	OSHC Pay point 7.2

## JOB SPECIFICATION

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 primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

## POSITION OVERVIEW

<b>Position Summary</b>	The OSHC Procedural Support Officer (PSO) is responsible for providing procedural support to the OSHC Directors. This includes support in policy updates and onboarding and offboarding of OSHC Directors and other OSHC staff members.
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"><li>• The OSHC PSO is 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>• The OSHC PSO will work closely with the OSHC Directors at all Sunrise sites, as well as OSHC Workers.</li><li>• The OSHC PSO should maintain and foster positive relationships with all staff.</li></ul>



# JOB & PERSON SPECIFICATION: OSHC PROCEDURAL SUPPORT OFFICER

<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• A current satisfactory Working With Children Check is required at commencement of employment</li><li>• Some out of hours work may be required to visit the OSHC Centres during hours of operation</li><li>• Driver's licence and own vehicle required</li></ul>
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## KEY RESPONSIBILITIES

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Procedural Support	<p>As delegated by the Principal, the OSHC Procedural Support Officer is required to provide procedural support to OSHC Directors. The PSO is required to:</p> <ul style="list-style-type: none"><li>• Support the OSHC Directors to ensure that each centre adheres to all relevant regulations and statutory requirements</li><li>• Support the OSHC Directors to ensure that each centre's Quality Improvement Plan is being implemented and adhered to</li><li>• Support the OSHC Directors in developing and maintaining policies and practices for the OSHC centres</li><li>• Assist in recruiting OSHC Directors and other staff members for the OSHC service</li><li>• Onboard and offboard OSHC Directors, including ensuring all systems and accounts are up to date</li><li>• Support in the establishment and running of Vacation Care Programmes</li><li>• Assist in the training of OSHC employees as required</li><li>• Assist the OSHC Directors in the development of staff awareness of accountability, legal liability, and duty of care to children</li><li>• Assist in the encouragement of employees to develop strong teamwork skills and create a supportive team environment</li><li>• Support a culture of continuous learning in the workplace (including own workplace learning)</li><li>• Other duties as required</li></ul>



## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Must possess an ACECQA OSHC Approved Qualification (this includes having completed two years of a Bachelor of Education and be working towards completion of this qualification, a relevant diploma in childcare, or any other Approved Qualification for South Australia)</li><li>• First aid certificate</li><li>• Responding to Risks of Harm, Abuse &amp; Neglect (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 with children in an OSHC environment</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-aged children</li></ul>

## DESIRABLE CHARACTERISTICS

<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience with SPIKE would be advantageous</li></ul>
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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 Principal 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: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_