Appointment of the OSHC Coordinator/OSHC Assistant
Vision

- St Peter’s will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

Motto

- Life through Christ.

We seek to achieve the following goals:

- Appoint exemplary Christian classroom and specialist teachers;
- Pursue academic excellence;
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic;
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities;
- Develop superior skills and knowledge in Information Technology;
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts;
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families;
- Develop in students a strong sense of service to others and to the community.

We encourage all our students to:

- Develop an understanding of the Gospel message and the impact of serving God in their lives;
- Develop their full intellectual, social and physical abilities;
- Think critically and creatively;
- Develop enthusiasm and respect for learning;
- Show respect for and courtesy towards others;
- Learn the value of working together;
- Learn to appreciate the importance of service to others;
- Show initiative and develop qualities of leadership within the school and wider community;
- Develop a global perspective and the ability to adapt to change;
- Appreciate the joy of living in a spirit of thankfulness to God.
Role Description

Responsible to: The Head of School

Effective Date: February 2014

Main objective: The purpose of the OSHC Coordinator is to facilitate all aspects of the Centre including managing staff. The purpose of the OSHC Assistant is to support the St Peter’s community in providing a quality out of school hours care service for students and families.
Specifically, the OSHC Assistant/Coordinator is responsible to:

- Look after the spiritual, emotional and physical needs of all children in attendance;
- Ensure that all risks are minimised and assessed;
- That parents feel confident in leaving their children at OSHC;
- That supplies for healthy afternoon tea are always in stock;
- Carry out reasonable emergency duties as required by the relevant member of the Executive;
- Take reasonable care for the health and safety of all people who may be affected by the employee’s acts or omissions at work;
- Comply with all directions of the OSHC Coordinator;
- Other duties as requested by the Head or other Executive Staff;
- Comply with the requirements of funding for Active After School Communities;
- Comply with standards of the Quality Improvement Plan and other requirements of our compliance;
- Program and work within the ‘My Time Our Place’ and National Quality Frameworks;
- Work with our corporate office to ensure accurate attendance data is made available for invoicing and receipting.

The OSHC Assistant will require:

- A love of children and willingness to engage with them in a friendly and supportive manner;
- Minimum Certificate 3/4 qualifications in Children’s Services or similar;
- High level oral and written communication;
- Attention to detail and high level organisational ability;
- Commitment to continuous organisational improvement;
- Ability to report incidents accurately and maintain confidentiality;
- Ability to communicate effectively to all members of the School community with positivity and capacity to effectively communicate the School’s mission and vision;
- Ability to prioritise duties and meet deadlines and achieve goals within a complex and multi-focused office environment;
- Initiative and judgment in complex, and demanding situations;
- Patience, care, compassion and discernment as needed;
- Accuracy with reporting of information.
Selection criteria:

- Previous experience in an OSHC setting or similar;
- Demonstrated commitment to the School’s Christian mission and vision;
- Strong and engaging interpersonal skills;
- Demonstrated commitment to ongoing professional growth & learning;
- Well organised with a flexible approach and “can do” attitude;
- Ability to work well under pressure, juggling many tasks at one time.

There are several positions available.

1. Coordinator: 7-9am & 2:30 – 6pm Monday to Friday, Term Time only.
2. Assistant: 7-9am & 2:30 – 6pm Monday to Friday, Term Time only.
3. Assistant: 2:30 – 5pm Monday to Friday, Term Time only
4. Assistant: 3 – 5:30pm Monday to Friday, Term Time only.
Application Process

Applications for the position OSHC Coordinator/OSHC Assistant should include but not be limited to the following:

- Information which addresses the qualifications, attributes and responsibilities as noted in the role description;
- A statement of personal Christian faith;
- Current written reference and contact details from minister of church currently attended;
- Written reference and contact details from current/past employers, colleagues;
- A statement of full employment history;
- A statement and proof of educational qualifications and professional memberships;
- Working With Children identification number;
- Current photo identification.

Applications marked CONFIDENTIAL should reach the Head of School no later than 4.00 pm Friday 14 February 2014.

Mr Brendan Gorman
Head of School
St Peter’s Anglican Primary School
PO Box 997
CAMPBELLTOWN NSW 2560
Email: employment@stpeters.nsw.edu.au

Confidential enquiries can be directed to Mr Brendan Gorman, Head of School by contacting the school on 4627 2990 or employment@stpeters.nsw.edu.au

Interviews will take place in the week commencing Monday 17 February.