



St Simon Peter OSHC is looking for a fulltime OSHC Co-ordinator/Nominated Supervisor to lead the team starting in 2022. We are looking for a leader with OSHC experience that enjoys creating fun, playful experiences for school aged children, and is comfortable mentoring others.

Our OSHC Service is located within the grounds of St Simon Peter Catholic Primary school in Ocean Reef. We are a large 100 place Service providing Before School Care, After School Care and Vacation Care for the children within our school community. We offer a Junior and Senior program in Before School Care and holiday periods, and provide 3 programs (Junior, Middle and Senior) in After School Care. Our OSHC Service is entering its 11th year of operations, runs at capacity, and currently holds an exceeding rating.

ABOUT THE ROLE

The OSHC Coordinator/Nominated Supervisor will be the person with the responsibility of the day-to-day management of the Outside School Hours Care. The role reports to the Centre Manager who oversees both the OSHC Service aswell as the Early Learning Centre. The OSHC Coordinator/Nominated Supervisor will:

- Ensure the Service is operated in compliance with the National Law, the National Regulations and the National Quality Standard
- Ensure the Service staff complies with polices and procedures at all times
- Ensure the Service's philosophy is embedded in all aspects of daily operations
- Ensure partnerships are established with all families, the school community and wider community
- Assist with communication between the OSHC and the School, as well as the onsite ELC
- Be willing to accept the role of Nominated Supervisor

For the right candidate, the role can start from December 2021 to provide a transition with the current OSHC Coordinator/Nominated Supervisor. The role will be full time working 38 hours per week, this will be a combination of split shifts and full days between the hours of 6:30am and 6:00pm.

The successful applicant will be enthusiastic and nurturing and have:

- Ability to demonstrate initiative and be able to work independently
- Excellent communication skills and capacity to work collaboratively
- A creative and caring approach
- Ability to develop strong and supportive relationships with children, families, staff and the wider community
- Ability to lead a team
- Ability to provide feedback
- Knowledge of the learning frameworks EYLF and MYTOP and the planning cycle
- Knowledge of the National Regulations and Laws
- Ability to be spontaneous, energetic and enthusiastic
- Ability to have in-depth conversations with families regarding their child's participation in the program and their wellbeing
- Excellent interpersonal skills, flexible and patient

Qualifications:

- Certificate IV in School Aged Education and Care *or*
- Diploma in Children's Services Early Childhood Education Care or Outside School Hours Care or equivalent

You must also hold or be willing to obtain:

- Valid Working with Children Check
- National Police Clearance
- First Aid Certificate including asthma and anaphylaxis

To work in a Catholic School the successful applicant must also be willing to undertake Accreditation To Work In A Catholic School. This is paid professional development.

HOW TO APPLY

Email you covering letter and resume to nicole.harley@cewa.edu.au by 6:00pm on Friday the 26th of November 2021.