



ST. PETER'S
Anglican Primary School



Position Description

Casual 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: Coordinator OSHC

Effective Date: As required

Main objective: 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.

Major Responsibilities:

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.



Specific WHS Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

Employees will:

- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure of St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided by the school to protect their safety and will ensure that they use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues or information brought to their attention, to assist the school
- Generally cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required.
- Assist all people in the workplace should an emergency occur