



ST. PETER'S
Anglican Primary School



Position Description - 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: OSHC Coordinator

Effective Date: Commencing as soon as possible

Main Objective: The main objective 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.

Staffing: 1 x part time position (possibility of full time) and casual positions

Hours: Monday – Friday – hours will be discussed with successful applicant

OSHC Opening Hours

- 6.45 am – 8.30 am
- 2.30 pm – 6.00 pm

Vacation Care Hours

- 7.00 am – 6.00 pm during school holidays (except where specified and on compulsory closure days)
- Employee working hours may be different in holiday periods (non term time)

Salary: The industrial Instrument that currently applies to this position is "*Independent Schools (NSW) (Support and Operational Staff) Multi-Enterprise Agreement 2017*"

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school.

As a member of the OSHC Team, you will be encourage to wear the Corporate Uniform. To assist with this, a jacket and a shirt will be supplied. Additional items can be purchased from our School Shop at a reduced price



Responsibilities:

The duties include, but are not limited to:

- A love of children and willingness to engage with them in a friendly and supportive manner;
- Report incidents accurately and maintain confidentiality;
- Carry out childcare duties as required by the Coordinator;
- Contribute to the planning and implementation of activities based on student interest;
- Use Initiative and judgment in complex, and demanding situations;
- Have patience, care, compassion and discernment as needed;
- Ensuring accuracy with reporting of information.
- Communicating effectively to all members of the School community with positivity and capacity to effectively communicate the School's mission and vision;
- Producing high level oral and written communication;
- Demonstrating detail and high level organisational ability;
- Being committed to continuous organisational improvement;
- Having the ability to prioritise duties and meet deadlines and achieve goals within a complex and multi-focused office environment;

Selection Criteria:

- Minimum Certificate 3/4 qualifications in Children's Services or willingness to undertake training with the possibility of a traineeship for the suitable applicant;
- 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.

Desirable Criteria:

- Knowledge of "My Place, Our Time" and National Quality Frameworks



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



Application Process

Applications for the position of an OSHC Assistant should include but not be limited to the following:

- Covering Letter
- Completed "Application for Employment" form – located on the schools website under employment
As part of the "Application for Employment" form, you will be required to provide the following information:-
 - Current written reference and/or contact details from Minister of Church currently attending
 - Written reference and/or 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
- Information which addresses the selection criteria as noted in the Position Description.
It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Resume
- A statement of personal Christian faith

Applications marked CONFIDENTIAL should reach the Head of School no later than

4.00 pm – Friday, 5 January 2018

Mr Brendan Gorman

Head of School

St Peter's Anglican Primary School

PO Box 997

CAMPBELLTOWN NSW 2560

Email: employment@stpeters.nsw.edu.au

Short listed applicants will be contacted by telephone or email for an interview.

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.