



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Outside School Hours Care Coordinator
REPORTS TO: Head of Junior School
LOCATION: Essendon or Moonee Ponds campus

PURPOSE

To coordinate the delivery of a high quality, safe, caring and fun Outside School Hours Care (OSHC) program for students.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of about 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebse House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with learning diversity and inclusion needs and encourages every student to thrive in the classroom and beyond.

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SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, stimulating wonder and innovation. We value intellectual engagement and lifelong learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

OSHC Coordinators run programs for either the Junior School (boys), Essendon campus or the Junior School (girls), Moonee Ponds campus. The OSHC Coordinator leads a team of competent and caring staff and is at all times responsible to the Junior School Head of Section, the Deputy Principal and the Principal for diverse duties relating to the efficient operation of the program. The incumbent is expected to support the school's aims, policies and procedures and the philosophy of a school associated with the Uniting Church.

POSITION GUIDELINES

Program

- Manage the day to day operation of the program.
- Plan, prepare and implement a daily morning and afternoon program with varied activities that meet the needs, interests and abilities of junior school students from Prep to Year 6.
- Monitor and ensure the program complies with all relevant legislation.
- Liaise effectively with parents, staff and students to ensure the smooth running of the program.

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- Provide quality customer service and develop positive relationships with students, parents and staff within the school community.
- Plan and ensure that healthy morning/afternoon teas are prepared and delivered, and purchase necessary items as required.
- Provide an inclusive environment for all students, which includes identifying and supporting students with special needs, such as anaphylaxis, allergies and learning disabilities and ensure correct procedures and practices are adhered to by all staff.
- Maintain a safe environment to minimise risk to students and staff including the following:
 - Standards of behaviour amongst students and staff are understood and followed
 - Strict hygiene and sun smart practices are adhered to by staff and students
 - Rooms are clean and well presented
 - Students are signed out by parents when collected
 - Ensure the safe supervision of children with regards to duty of care and Child Safe Standards
 - Manage risks, reporting hazards/injuries immediately to the Head of Section for corrective action and assisting with risk assessment and controls.
- Uphold and promote the policies of the school.

Staffing

- Mentor, support and lead staff members in meeting the School's program aims, policies and procedures.
- Co-ordinate staffing, including rostering of staff.
- Ensure the staff/student ratio complies with requirements.
- Train and develop staff, providing instruction and assistance as required and encouraging staff to participate in relevant professional learning.
- Assist the Head of Section with the recruitment of staff.

Administration

- Maintain accurate student attendance records, ensuring parents follow sign in/out procedures and send information on a weekly basis to Accounts for fee processing.
- Maintain accurate staff timesheets and send to Payroll on a weekly basis for the processing of pays.
- Monitor supplies such craft, stationery, sporting equipment and paper work and prepare orders for new stock as required.
- Filing of correspondence and weekly records.

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- Provide reports to the Head of Section or Administration as required.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- Any other duties, as determined by the Head of Section.

SELECTION CRITERIA

The incumbent will have a warm and positive approach and a genuine interest in caring for children and the following attributes:

- Relevant qualifications in teaching or childcare to Diploma level or higher.
- Experience working in school age or early childhood, and ideally in running an Outside School Hours Care Programme
- Excellent working knowledge of relevant frameworks and legislation.
- Ability to mentor and lead staff
- A commitment to child safety, demonstrating an understanding of appropriate behaviors when engaging with children with diverse needs and backgrounds
- Excellent organisational and planning skills
- Effective communication skills, with the ability to liaise with staff, students and parents and build rapport
- Current first aid qualifications (ie. First Aid, CPR, Asthma and Anaphylaxis)
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Support for the values and policies of the school
- Food safety accreditation
- Working With Children Check Card

CONDITIONS

As per the *Educational Services (Schools) General Staff Award 2020*.

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.

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