



BLUE MOUNTAINS GRAMMAR SCHOOL

Position Information Sheet

Out of School Hours Care Coordinator

Blue Mountains Grammar is a co-educational Christian School in the Anglican tradition for Students from Pre-Kindergarten to Year 12. Established in 1918, the whole community; staff, parents and students; are committed to achieving the highest academic outcomes possible for each student, whilst maintaining an emphasis on values, faith, and hope. The School's Anglican heritage and ethos informs all that it does and we maintain a proud tradition of academic excellence founded on high-quality teaching, learning, and interpersonal relationships within an inclusive community in the heart of a beautiful World Heritage listed National Park. With highly professional and experienced staff, our rigorous approach to teaching and learning and our strong wellbeing and student leadership programs develop outstanding, well-rounded, and responsible citizens who are empowered by a unique inner strength and confidence, and equipped with the skills and knowledge needed to make a positive contribution to our world and excel at whatever they do.

Employment Conditions

This role will be engaged on the following basis:

1. Permanent Part-Time (16 hours per week)
2. Preferred Start Date 25/04/2023
3. Days and hours worked are flexible and by agreement
4. 10-minute paid break
5. Based in the Junior School, Wentworth Falls
6. This position reports to and is given day-to-day direction by the Head of the Junior School
7. Salary in accordance with the independent schools MEA.

Position Overview

The OSHC Supervisor's role is to lead and oversee the day-to-day program development, implementation and evaluation of the service. This will involve working directly with children from pre-Kindergarten to Year 6 in OSHC and focusing on the administration, planning and monitoring of the OSHC service.

The OSHC Supervisor will ensure that the quality of education and care being offered is in keeping with the values, principles, policies and broad organisational objectives of Blue Mountains Grammar School. The OSHC Supervisor leads the planning and implementation of a high-quality educational program based on appropriate frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.

Position Responsibilities

This role will be responsible for ensuring assigned tasks are completed in accordance with school requirements and best practice including:

1. Developing an exciting OSHC program, which reflects an engaging, creative experience that conveys to the broader community that Blue Mountains Grammar School is a leading, innovative and progressive educational organisation;
2. General management responsibilities;
3. Planning and delivering a stimulating and diverse daily program, providing positive experiences, learning and interactions for all children attending;
4. Positively interact with children, giving each child individual attention and comfort as required;
5. Assisting in implementing daily routines, ensuring a safe, healthy and clean indoor and outdoor environment for children;
6. Working with other staff members to ensure the smooth running of the service subject to service policies and procedures;
7. Implementing and managing the recording of children's development and assistance with planning for the ongoing development of the child;
8. Liaising with parents and carers;
9. Attending to incidental cleaning and housekeeping associated with individual and group activities, experiences and routines including maintaining the area and equipment;
10. Performing incidental administrative duties including but not limited to liaising with the Business Office regarding OSHC fees, completing receipts, signing deliveries, checking the roll, purchasing of weekly resources for activities, researching and ordering of new equipment and other duties as required by the employer;
11. Ensuring that accurate records of student and staff attendances at the program are maintained and;



12. The privacy and confidentiality of individuals is protected by ensuring that all records and information about individual children, families, staff, students and volunteers are stored in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities or have a legal right to know and;
13. Records are managed, stored and disposed of in accordance with the Education and Care Services National Regulations;
14. Completing any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS;
15. Rosters are developed and monitored in accordance with the required educator to child ratio.

Qualities

The incumbent of this role will need to possess a number of attributes and qualities including:

1. Supporting the School's Christian ethos
2. Having a positive attitude, responding positively to feedback, coaching and supervision
3. Following policy, guidelines and instructions including established role guides and workflows
4. Treating others respectfully and courteously with a friendly and helpful demeanour
5. Committing to the team, whether your immediate team, the wider Admin Team and the whole School team
6. Welcoming collaboration, listening and sharing ideas and information
7. Holding oneself accountable, understanding how one's actions impact others and learning from mistakes
8. Being flexible, ready to undertake any tasks assigned

Skills, Knowledge and Experience

It will be advantageous for the candidate to possess the following skills, knowledge and experience:

1. Early Childhood qualifications
2. Experience working with young children in an out of school care program
3. Experience in coordinating an OOSHC centre

Child Protection and First Aid

The successful candidate is required to produce their current Working with Children number and will be subject to employment screening with the Office of the Children's Guardian. The successful applicant will be expected to possess a current First Aid certificate or be willing to obtain one.

Privacy Guidelines – Employment Collection Notice

1. In applying for this position, the applicant will provide Blue Mountains Grammar School with personal information.
2. The School will collect the information in order to assess the application for employment and may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how the applicant may complain about a breach of the Australian Privacy Principles or how the applicant may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. The School will not disclose this information to a third party without your consent.
5. The School is required to conduct employment checks under Child Protection laws. The School may also collect personal information about applicants in accordance with these laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If the applicant provides the personal information of others, the School expects the applicant to inform them, explain the reason, advise them that they can access that information if they wish and that the School will not disclose the information to third parties.

Guidelines for the Application

1. To apply for this position, the applicant must be eligible to work in Australia:
2. Applications should include a Covering Letter of no more than two pages in PDF format;
3. Applications should include a Resume of no more than 4 pages in PDF format;
4. All applications will be acknowledged upon receipt;
5. Applications close 4:00pm, Friday 7th April 2023. Please note, early applicants may be interviewed prior to closing date.
6. Applications must also include the following information:
 - a) Personal details;
 - b) Working with Children Check clearance;
 - c) A summary of your current employment position;
 - d) A concise summary of your employment history;
 - e) Cultural, recreational and other interests.