



111 North Boambee Road
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Phone (02) 6651 5644
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secretary@bdc.nsw.edu.au

www.bdc.nsw.edu.au

CRICOS Code 02333G

RECRUITMENT INFORMATION PACKAGE

Position

Out of School Hours Care (OSHC) Coordinator.

Salary

A starting salary of \$53,000 with the opportunity to progress in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

Length of contract

12 months - 25 hours per week during term time and 38 hours per week during vacation periods.

College background

Our purpose is to transform the lives of our students every day, with the aim of Bishop Druit College being the foremost K-12 college on the North Coast of New South Wales. It is the product of the vision of a community – to build a college with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop Druit College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The college is a community college in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the college's Christian foundation.

Summary of role

We are looking for passionate people who can respond to the challenges and opportunities of schooling in today's world and who wish to be part of a vibrant, collegial and student-focussed centre of excellence for Anglican education.

We are seeking a vibrant, professional and dedicated leader who is capable of inspiring and encouraging children of primary school age of varying interests and abilities to engage in leisure and learning opportunities within an Out of School Hours Care environment. The successful applicant should be qualified and experienced to lead an OSHC program and be willing to accept nomination as the Nominated Supervisor and Educational Leader for this service.

Essential and desirable criteria

Applicants must have:

- Diploma in Children's Services or equivalent as per the Education and Care Services National Regulations.
- Current first aid, asthma and anaphylaxis certification.
- Current Working with Children Check.



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- Current Certified Supervisor's Certificate.
- Knowledge and understanding of child care legislation including the National Quality Framework, National Quality Standards and My Time, Our Place.
- Demonstrated experience in childcare service management.

Child protection legislation requires preferred applicants to be subject to employment screening. Bishop Druit College supports the principles of equal opportunity employment and encourages diversity in the workplace.

How to apply

- Closing date for applications is **14 January 2019**.
- Please send all applications to hr@bdc.nsw.edu.au with the **position title** as the subject.
- Applications should include the following, preferably as pdf files:
 - Certified copies of qualifications/transcripts.
 - A covering letter that addresses the specific competencies listed above
 - Names and contact details of three professional referees.



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POSITION DESCRIPTION

Position title	Out of School Hours Care Coordinator
Department	Support Services
Reporting to	Business Manager
Date reviewed	2 October 2018
Date effective	2019
Industrial award or agreement	Independent Schools NSW (Support & Operational Staff) Bishop Druit College Agreement 2017
Classification	OOSH Centre Coordinator Level 1
Supervisor	Business Manager
Tenure	Term weeks: 25 hours per week, Monday to Friday Vacation weeks: 38 hours per week, Monday to Friday

PREAMBLE

The aim of Bishop Druit College is to be the foremost college on the North Coast of New South Wales. It is the product of the vision of a community – to build a college with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop Druit College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The college is a community college in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the college's Christian foundation.

POSITION DESCRIPTION

The OSHC Coordinator is responsible for coordinating the OSHC service to deliver a stimulating age-appropriate program for children aged 5–12 years, which meets accreditation, licensing, college standards and strict compliance guidelines.



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KEY RESPONSIBILITIES

- Apply knowledge of the developmental needs of children aged 5-12 years to create high quality programs that build self-esteem and resilience, positively guide behaviour and optimise the involvement and social interaction of children.
- Create a stimulating leisure and learning environment using the children's interests and observations with reference to the National Quality Framework and My Time Our Place.
- Liaise with families and facilitate parent involvement in developing and implementing the program of the service.
- Liaise with families with regard to enrolments and ensure that relevant forms and information are collected to facilitate enrolment of children into the service.
- Assist in the maintenance of a high standard of hygiene and cleanliness at the service.
- Manage the daily operations of the service including excursions and undertake billing for service.
- Reconcile banking and petty cash daily or as required.
- Promote and grow the service through the implementation and evaluation of a developmentally appropriate, child-focused program in consultation with staff and parents.
- Develop a positive relationship with and encourage communication between parents and staff.
- Share information with families relating to their children at the service.
- Consult with support agencies, other children's services and parents to ensure that the needs of individual children are met.
- Ensure the correct administration of medications and/or medical procedures, ensuring that appropriate records are maintained as per OSHC guidelines.
- Immediately report to the Principal if any 'child at risk of harm' indicators are observed and report to external agencies as required in compliance with mandatory reporting guidelines.
- Work in accordance with all relevant government and childcare industry legislation, regulations and codes.
- Have a commitment to the implementation of the National Quality Framework, licensing standards and college policies and procedures.
- Manage staffing requirements, provide team leadership and promote staff development.
- Lead staff meetings, reflective practice and appraisals and be responsible for the induction of new staff to the service.
- Maintain equipment in good working order.
- Contribute to the weekly newsletter compiled by the college when required, and maintain and update information published on the OHSC webpage.
- Maintain records for the service, including records for children and staff, using Qikkids childcare management software.

In addition to the duties described, it is expected the Out of School Hours Care Coordinator will



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assist the Business Manager in any other duties as required from time to time.

PERSONAL ATTRIBUTES AND EXPERIENCES

- Diploma in Children Services or equivalent as per the Education and Care Services National Regulations.
- Current first aid, asthma and anaphylaxis certification.
- Current Working with Children Check.
- Current Certified Supervisor's Certificate.
- Knowledge and understanding of child care legislation including the National Quality Framework, National Quality Standards and My Time, Our Place.
- Demonstrated experience in childcare service management.
- Demonstrated experience in leadership of a team.
- Excellent oral and written communication skills, with the ability to communicate with people at all levels and from diverse backgrounds.
- Demonstrated strong computer literacy with MAC and PC applications (including but not limited to TASS, Google Apps, Microsoft Office, e-mail and internet).
- Willingness to attend appropriate professional development programs or other training as required.
- Ability to maintain high levels of personal professionalism and confidentiality, and to be supportive of the ethos of independent Anglican education.

Nick Johnstone
Principal

October 2018