



After School Care Coordinator



to think
to dare
to dream

After School Care Coordinator

School Campus	Junior School
Reports to	Business Manager and Head of Junior School
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Award	Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021.

Oxley College is a well-established independent, co-educational, non-denominational K-12 day school in the beautiful Southern Highlands of NSW with 880 students. Bowral is approximately 75 minutes south of Sydney airport and central Wollongong.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programmes can be located on our website: [Oxley College](#).

Position Summary

An exciting new opportunity has arisen for a suitably qualified After School Care Coordinator to join the Oxley team.

The ideal role holder will have a passion for childcare, be compassionate, friendly and possess the ability to interact with children positively and productively. The coordinator will be actively involved in the day-to-day planning of the after-school care program and will provide a safe and fun experience for primary aged children we support and care for. As an Educator, you will build strong relationships with children, parents, and the School's Community whilst supporting the Business Manager and Head of Junior School.

The position is permanent part time and will work across Mondays to Fridays (no weekends) from 2.00pm until 6.30pm in College term times.

Commented [SB1]: And Head of Junior School

Key Responsibilities

The ideal role-holder will be responsible for:

- Providing guidance and support in the National Quality Framework.
- Develop opportunities for quality improvement within the team.
- Maintain positive relationships with children, families and the school community.
- Provide a safe service for staff and children in an all-inclusive professional team environment.
- Maintain children attendance and casual booking schedules to ensure child safety and supervision.
- Ability to show initiative and plan and set up/pack down various activities, including structured games, and Homework Time.
- Ability to Collaborate with teaching staff around any individual childcare needs.





- Dedication to role and providing a safe environment for children.
- Any other duties as required or set out by the Business Manager.
- Comply with College policies and procedures including Work Health and Safety requirements.
- Be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

Essential Criteria

The ideal role-holder will demonstrate the following:

- Hold an approved Diploma level qualification in Child Education and/or working towards or hold an equivalent level qualification.
- Previous experience within Children’s services and/or educational setting and/or Out of School Hour care is highly desirable, but not essential for the right candidate.
- Strong interpersonal skills and ability to effectively lead a team.
- A current Working with Children Check or willing to obtain.
- Holder of a Current First Aid Certificate or willingness to obtain (HLTAID012 Provide an emergency first aid response in an education and care setting).
- A passion for working with children and nurturing their development.
- Ability to work co-operatively as part of a team.
- Ability to be flexible and show initiative.

The following table will be used as a guide for the assessment of the candidates.

Capability Group	Capability Name
Relationships 	Communicate Effectively Work Collaboratively Commitment to Customer Service
Personal Attributes 	Manage Self Resilience and Adaptability Act with Integrity
Results 	Plan and Prioritise Demonstrate Accountability Think and Solve Problems
Resources 	Project Management Procurement Technology and Information

Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children’s Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. The successful applicant will comply with the requirement to be fully vaccinated against COVID-19 or other diseases (as advised by the College) and provide the relevant evidence.
3. Subject to a 6-month probationary period.

Application Guidelines

- To apply for this position, you must be eligible to work in Australia, eg. hold an appropriate and current Australian work visa.
- Applications should be sent as one attachment (PDF combined format is preferred).
- Submissions should include a covering letter and address the outlined essential criteria in support of your application (not more than two pages in length).
- Address your submission to Em Cassin, Business Manager and send via email: hr@oxley.nsw.edu.au.
- Applications **must** also include the following information:
 - Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Names, positions and contact details for three (3) referees.

Employee Acknowledgement

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

AUTHORISATION *(internal use only)*

Business Manager Name	Signature	Date
Head of College Name	Signature	Date