



# Flowerdale Primary School

Position Title:	Out of School Hours Care (OSHC) Coordinator
Reports to:	School Principal/Council
Location:	Flowerdale Primary School
Contract:	Fixed term (with the possibility of extension). Commencing Term 1 2022

## About the Outside School Hours Care (OSHC) Program

Effective OSHC programs bring a wide range of benefits to children, families and communities. OSHC programs can boost academic performance, reduce risky behaviours, promote physical health and provide a safe, structured environments for the children of working parents. OSHC programs also support parents/carers to engage in training and/or employment.

The OSHC Coordinator will be responsible for establishing a new OSHC service and leading the ongoing delivery of the OSHC program.

The OSHC Program at Flowerdale Primary School has been funded by the Department of Education and Training (DET) through an OSHC Establishment Grant to improve access to OSHC services for Victorian families.

Some details about the OSHC program,

- Our services will include before and after school care.
- Our projected school numbers for 2022 are just below 30. Currently, we have 10 interested families looking to utilise the service.

## Location

The OSHC Coordinator will be located at Flowerdale Primary School

Flowerdale Primary School, with its unique design, is a small country school, which nestles in the hills eighty kilometres northeast of Melbourne. Children travel to school by bus or commute from an area nine kilometres south of the school as well as from the more rural north. We currently have 21 school enrolments, with an expected increase to 30 in 2022.

## Selection Criteria

### Essential

- Demonstrated capacity to lead, coordinate and manage the delivery of a service
- Success in establishing and maintaining positive parent and community relationships
- Demonstrated skills in working with diverse children
- Excellent time management and organisational skills
- Ability to work within a team and embrace collaborative learning practices
- Computer skills and knowledge of relevant school-based software programs
- Working with Children Check (WWCC) or current Victorian Institute of Teaching registration
- Driver's Licence.

### Desirable

- Hold a Diploma/Advanced Diploma of Children Services/Degree in Early Childhood Education and Care, Primary Education or equivalent.
- First Aid Certificate, including current anaphylaxis and emergency asthma management training
- Food Handling Licence
- Previous experience working in a leadership role in a OSHC or childcare setting.

Please note: Individuals with a willingness to undertake a qualification approved by ACECQA for working with school age children may apply.



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## Role

As the OSHC Coordinator, you will be responsible for the delivery of high-quality care to primary school aged children at this service. This position reports to the Flowerdale PS school principal.

As the Coordinator you be responsible for all aspects of the delivery of the OSHC program. You will:

- Lead the session of care (Before, After and Vacation Care)
- Recruit, mentor and support casual staff to build capability as required
- Undertake compliance and documentation requirements during your non-contact time
- Develop and implement our Educational Program and follow the MTOP Curriculum Framework
- Develop and implement program policies and procedures as required
- Manage promotion of the program
- Coordinate the enrolment of new students
- Ensure the inclusion of all children and young people within the service, including those with additional care needs
- Manage the program budget, including ordering of food and resources, claims for CCS rebates etc.
- Undertake the preparation of nutritious food for participants
- Provide regular reports to the School Council
- Work creatively and efficiently to implement both verbal and written skills, with the ability to write and communicate at a high-level
- Prioritise and meet deadlines
- Demonstrate initiative and capacity to work with minimal supervision and be autonomous
- Demonstrate ability to maintain confidentiality
- Be a high performer and multi-tasker
- Have a high level of professionalism and work ethic
- Work hard to build a strong rapport with our families, educators, the Flowerdale Primary School community, and the wider community
- Bring a high level of knowledge, skills, and abilities to the role to support the Service to Exceed the National Quality Standard
- Bring a high level of knowledge and demonstrated implementation of the National Quality Framework, National Law and Regulations and My Time Our Place Learning Framework

## Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

## EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

## Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

## DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

## Other Information

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.



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- A probationary period may apply during the first year of employment and induction and support programs provided.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

## Conditions of Employment

The successful candidate will be eligible to claim time in lieu (TIL) where they are required to work in excess of their normal hours of duty.

The OSHC Service will close between the last day of school and the New Year. Coordinators will not be required to work during this period.

**Begin Date:** Monday, 31 January 2022

**End Date:** Monday, 19 December 2022 – with possibility for extension into 2023 and 2024.

**Regular/Temporary:** Temporary – Fixed term

**Hours:** 37.6 hours per week/ or applicable on hours.

**Classification:** Ed Support Level 1 - Range 2 - \$49, 730 – or equivalent of dependent on workload.

**Contact Name:**  
David Jovanovski  
Acting Principal

**Phone:**  
03 5780 1264

**School Website:**  
[Flowerdaleps.vic.edu.au](http://Flowerdaleps.vic.edu.au)

**Apply By:**  
Friday November 26<sup>th</sup>

Please submit a cover letter and resume to the Acting Principal, David Jovanovski ([david.jovanovski@education.vic.gov.au](mailto:david.jovanovski@education.vic.gov.au)) by Friday 26<sup>th</sup> November.