



ST. BRIGID'S
COLLEGE

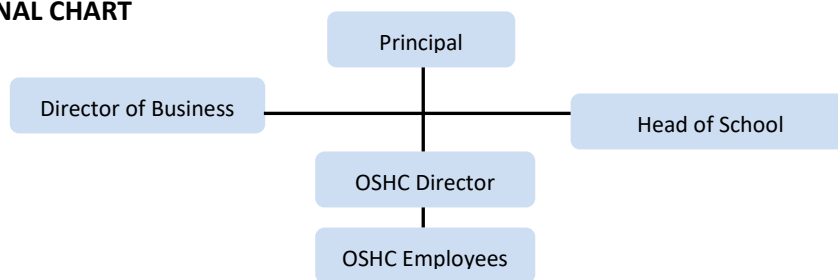
POSITION DESCRIPTION OSHC Employee

POSITION TITLE: OSHC Employee
LEVEL: Level 1-4 (Part IV Outside School Hours Care & Child Care Employees) In accordance with The Mercy Education Limited Non-Teaching Staff Enterprise Bargaining Agreement 2014.
HOURS: Catholic Schools in Western Australia Term time only, Casual / Part Time

ORGANISATIONAL RELATIONSHIPS

Position reports to: Principal
Supervision of: N/A
Internal Liaison: All departmental staff and students
External Liaison: Community groups, College suppliers, general public, parents or guardians

ORGANISATIONAL CHART



POSITION OBJECTIVES

- To support the OSHC Director with delivery of a high quality OSHC service that is responsive to the needs of individual children and their families, and provides a safe, secure and stimulating environment for all children in its care.
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POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____
Dr Amelia Toffoli DATE

Signature: _____
Employee DATE



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POSITION DESCRIPTION **OSHC Employee**

CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conducts, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of College resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.

KEY DUTIES / RESPONSIBILITIES

Catholic Identity

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Actively commit to the Mercy Values of Compassion, Justice, Respect, Hospitality, Service and Courage.
- Facilitate a Mercy inspired ethos within the school community.

PRIMARY RESPONSIBILITIES

Care for Children

- To develop positive and supportive relationships with children
- To adhere to the Centre Philosophy and Policies, Child Care Regulations and Quality Assurance principles.
- To act as a facilitator of play and to encourage children to try new experiences.
- To assist the OHS Director in all aspects of the delivery of care.

Communication

- To communicate effectively with children, families and the wider community.
- To maintain confidentiality at all times.



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Operational

- To follow Centre Policy and Government Legislation in providing a safe and hygienic environment for children and staff.
- To work within Centre Policies and Procedures.
- To maintain an approach to work which reflects the service's philosophy, policies and procedures, Regulatory requirements, NQS, MTOP, EYLF and Code of Ethics.

Partnership with Families and the Community

- To communicate effectively with the OSHC Director and families in caring for children.
- To support the OSHC Director in encouraging family involvement in the centre.

Risk and Occupational Health and Safety

- Observe safe work practices and report any risk immediately to your supervisor.
- All employees of the College will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.
- Promote and implement health and safety and risk mitigation processes within your own workgroup. Identify, report and where appropriate action risks/hazards in order to eliminate or mitigate against the risk occurring.
- Participate in and contribute to Health and Safety activities, including participation in the consultative processes provided by the College and Mercy Education Ltd, to ensure a safe work environment for the children, community, employees and visitors.
- Participate in workplace inspections, audits and risk assessments.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.



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REQUIREMENTS OF THE POSITION

Working Relationships:

- Principal;
- OHSC Director
- All staff;
- Parents and parent groups;
- Students;
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:

- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.

Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid's community together with those in the wider community.
- Identify and meet internal and external needs and ensure that agreed expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.

Experience and Skills:

- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Ability to deal with ambiguity, pressure and change and readily adapt to new environments and subject matters.



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- Demonstrated commitment to contributing to a positive and constructive team environment.
- Ability to work effectively in a busy environment.
- Ability to cultivate productive working relationships in a small team environment.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening and presentation skills.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

Essential

- Commitment to the values of Mercy Education Ltd;
- An understanding and willingness to work within the Catholic ethos;
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children;
- Be a suitable person to engage in child-connected work;
- Current Working with Children Check;
- Appropriate qualifications, Certificate III in Children's Services (or equivalent);
- Cleared 'Crim Trac' National Police History Check less than 6 months currency;
- Be an Australian or New Zealand citizen or have permanent residency in Australia, or have a visa with relevant Australian work rights from the Department of Immigration and Citizenship.

Desirable

- Current WA "C" class drivers licence
- Current First Aid qualification and, or including, anaphylaxis and asthma management training (ability to obtain one);
- Completed, or undertake to complete Accreditation to Work in a Catholic School;

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Strong people and telephone skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.