



Outside School Hours Care (OSHC) Coordinator

Trinity Anglican School (TAS) is located in Cairns, Far North Queensland. Founded in 1983, TAS is a highly regarded independent school based on Anglican beliefs with a school community that values diversity—and achieves excellent academic results.

Kewarra Beach OSHC is in need of a dynamic and energetic OSHC Coordinator with good people skills, with the ability to coordinate activities and develop the service into an engaging environment that focuses on fun and skill-development.

The successful applicant will:

- Love working with children and have a passion for their development and learning
- Have a Diploma in Children's Services
- Have advanced communication skills in verbal and written English
- Be able to create strong relationships with children, parents and the community
- Hold or be able to attain and maintain a current suitability for working with children Blue Card
- Hold a current First Aid qualification with Asthma and Anaphylaxis
- Have well-developed conflict resolution skills
- Have knowledge of and an ability to use a variety of software programs including Microsoft Office Suite and Kidsoft
- Have intermediate skills using email and Internet

Priority duties and responsibilities will involve:

- Creating a fun and enjoyable environment for the children
- Provide parents with the reassurance that their children will enjoy the service
- Comply with legal obligations of an educational establishment in accordance with Childcare Industry Standards and the Education & Care Services National Regulation 2011
- Ensure OSHC service continues to meet licensing and assessment and rating requirements under the Education and Care Services National Law Act 2013
- Plan and implement programs in compliance with National Assessment and Rating requirements
- Have the overall responsibility for the children, but delegate responsibility and tasks to assistants when appropriate or necessary
- Practice confidentiality when dealing with children, parents and other staff, and with all written documentation
- Implementing emergency procedures of the school in the event of emergencies/bomb threats
- Liaising with family members, government departments, agencies and management and furnishing reports when required
- Maintain attendance register and ensure all children and parents comply with registering and departure procedures

Your normal days of work will be Monday to Friday term time from 1 to 6pm. Extra hours will be required during vacation time.

Applications close Sunday 4 February 2018 and should include a resume and a cover letter (total maximum four pages) which addresses the above selection criteria and your reasons for applying for the position.

Please apply to Helen Thompson, HR Manager at hr@tas.qld.edu.au