

## **Administration Coordinator (Outside School Hours Care)**

**Status:** Permanent Full Time (**Expressions of Interest**)

**Position Location:** Burgmann Anglican School

**Line Management:** This position will be responsible to the Coordinator of Outside School Hours Care and ultimately to the Principal. As required, the successful applicant will also work collaboratively with the Assistant Director of Outside School Hours Care (Quality) and the Early Learning Centre Director.

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

The Administration Coordinator (Outside School Hours Care) position includes on the floor support for the Forde and Valley After School Care and Holiday programs and where necessary, covering the absences of Diploma qualified positions. This position predominantly consists of administration support, directly supporting the Coordinator of OHSC, working collaboratively with the Assistant Coordinator (Quality) and Lead Educators in all aspects of operating the programs. Applicants should note that you may also be located at the Forde Campus, depending upon the needs of the programs.

### **Duties**

#### *General Responsibilities*

- Support the Coordinator of OSHC in administrative tasks for the operation of OSHC programs, including (but not limited to):
  - Holiday Program planning, communications and relevant approval processes;
  - Quality Improvement Plan review;
  - Program administrative tasks (checklist, form and policy and procedure development and review);
  - Ensuring OSHC programs maintain compliance;
  - Development of a healthy menu in consultation with educators and children, including recipe management and shopping for both campuses;
  - Managing Child Care Subsidy System entry including Qikkids and bookings;
  - General customer service and office management.
- Work collaboratively with the Assistant Director (Quality) to ensure consistency of the programs
- Support Lead Educators in development, implementation and review of programs.
- Work collaboratively with the Coordinator of OSHC to support Educators, acting as an energetic role model who embodies passion, enthusiasm and commitment.
- Be jointly responsible for effective communications and marketing for the programs, including contributions to newsletters.
- Maintain a safe working environment within the Early Childhood Regulations, National Quality Framework (NQF) and Workplace Health and Safety Guidelines.
- Represent OSHC at events and meetings with educators, parents and external agencies.
- Adhere to Burgmann Anglican School policies and procedures.

- Conduct hazard identification and risk assessments and complete accurate incident/accident reports as required.
- Maintain personal hygiene and perform housekeeping and cleaning tasks.
- Attend relevant staff meetings and professional development opportunities.
- Any other duties specified by the Coordinator of OSHC.

#### *Program and Children*

- Term Time (10am-6pm):
  - Provide daily on the floor support for After School Care programs as rostered.
- School Holidays (as negotiated):
  - Provide on the floor support for Holiday Programs, up to a maximum of 22.5 hours per week. Leave taken during this time to account for admin hours in the first instance.
- Create safe and healthy environments and spaces which aim to enhance children's development, engagement, initiative, self-worth, dignity and shows respect for their contributions.
- Work to ensure that children with additional needs are supported and included in all aspects of the program.
- Record observations of children for program planning purposes.
- Research and maintain knowledge of contemporary perspectives on high quality care and education practices.
- Seek and build collaborative professional relationships.
- Ensure that children are not discriminated against on the basis of gender, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture or national origin.
- Use appropriate behaviour modelling and language in guiding children's behaviour.

#### *Community and Families*

- Establish and maintain effective relationships with the school community, parents, government agencies and other stakeholders.
- Develop positive partnerships based on mutual trust and communication.
- Listen to and learn from families, in order to acknowledge and build upon their strengths and support them in their role of nurturing children.
- Maintain confidentiality and respect the right of families to privacy.
- Assist each family to develop a sense of belonging and inclusion.
- Assist in the orientation procedures for families.

#### **Selection Criteria**

- Diploma or Advanced Diploma in Children's Services or other equivalent qualification approved by the ACECQA or a tertiary qualification in Early Childhood or Education
- A current first aid certificate together with asthma and anaphylaxis training
- Current Working with Vulnerable People Registration
- Significant work experience in the child care field with a demonstrated ability to supervise a team.
- Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.
- Thorough knowledge and understanding of the Early Years Learning Framework and the Learning Framework for School Aged Care with a demonstrated ability to implement it into the programs.
- High level computer skills including Microsoft Office suite.

#### **Salary, Terms and Conditions**

The successful applicant will be employed under the *Independent School ACT (Support and*

*Operational Staff) Multi Enterprise Agreement 2017. Salary will be determined according to qualifications and experience.*

## **The Application**

Applicants should provide the following documents by email to:

Email address: [employment@burgmann.act.edu.au](mailto:employment@burgmann.act.edu.au)

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

**Expressions of interest close: 9am, Monday 14 October 2019.**