

OSHC Assistant

Position Description



Employment Type:	Casual
Normal Hours:	As rostered – including before/after school and Vacation Care in the holidays
Classification:	In accordance with qualifications and experience under the Children's Services Award
Area of Responsibility:	OSHC
Position Location:	Junior School Campus, Sheoak Rd, Belair
Responsible to:	OSHC Director

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Assistant in the OSHC facility assists the OSHC Director in the implementation of the OSHC program for Junior School aged students. On a daily basis, the Assistant will work with their colleagues to supervise children and support the provision of a safe and supportive OSHC program for our students.

Working Relationships

Whilst ultimately responsible to the Principal, this position reports to the OSHC Director. The position requires liaison with staff across Junior School and ELC.

DUTIES AND RESPONSIBILITIES

Essential:

- Assisting in the implementation of daily routines and the developmentally appropriate program for individual children or groups.
- Build relationships and work with children individually or in groups according to need and the daily routine/program.
- Assisting in program planning as appropriate.
- Maintaining a safe and healthy environment for children.
- Ensuring that records are maintained accurately for each child in their care as required.
- Assist children with personal care and hygiene as required.
- Liaise with families.
- Work in accordance with food safety regulations to prepare food as required.
- Give each child individual attention and comfort as required.
- Understand and work according to the centre or service's policies and procedures.

Essential Qualifications

- Diploma in Children's Services or equivalent.
- Current First Aid Certificate, WWCC and Responding to Risks of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

Experience

Desirable

- Experience supporting Junior School aged students.

Skills and Abilities

- Ability to develop positive working relationships with the school community including students, parents and other school staff.
- Excellent communication and interpersonal skills
- Understanding of and ability to maintain confidentiality.
- Excellent organisational skills.
- A demonstrated competency in the computing environment
- Ability to exercise judgement and initiative to resolve issues.
- A passion for being helpful.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work may be required.

R Anderson

PRINCIPAL

St John's Grammar School

February 2025

