



OSHC Assistant & Lead Educator positions Application Package

Thank you for your interest in applying for the position of OSHC Assistant & Lead Educator position & OSHC Assistant at Samford Valley Steiner School.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Descriptions

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Tracey Taylor
School Director

Information for Applicants

Thank you for your interest in the advertised positions. The aim of this Information for Applicants Package is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the mandatory requirements and key responsibilities outlined below.

Role Description

The Role Description should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Dependent upon experience and qualifications



Hours of Duty

Service Hours are Monday to Friday

- Before School Care: 6.30 am to 8.30am
- After School Care : 2.30pm to 6.00pm
- Vacation Care : 7.30am to 6.00pm

Key Responsibilities

The primary role of the Educator is to work within our OSHC team to develop, implement and evaluate the service's daily routines and programs. Duties include:

Running craft, sport and other programmed activities and documenting reflective practice and evaluations;

- Ensuring the safety, security and wellbeing of all children in our care;
- Complying with service policies and procedures and participating in ongoing improvement of our service;
- Basic food preparation, food service and kitchen and service cleaning duties;
- Attending staff meetings and professional development opportunities;
- Interact cooperatively, respectfully, sensitively and positively with children, colleagues, management, the parent body and school community as a whole;

Mandatory Requirements

- A Tertiary Level Qualification or a Diploma of Children's Services if in the position of Lead Educator.
- Current blue card or willing to obtain;
- Current First Aid and CPR certificate or willing to obtain before commencement;
- Current Anaphylaxis and Asthma or willing to obtain before commencement;
- Ability to be a responsible person in charge of service and cope in an emergency or in a stressful situation
- Current Driver's License
- Be available Monday to Friday mornings **6.30am to 8.30am** and afternoons **2.30pm to 6pm** or **Wednesdays 12.30 to 6pm** on a casual basis – as it is a casual position, applicants can nominate which days they are available.
- **Vacation Care hours Monday to Friday 6.30am to 6pm** also requires casuals

Desirable

- Familiarity with My Time Our Place and National Quality Framework;
- An understanding of the Steiner Philosophy and well being

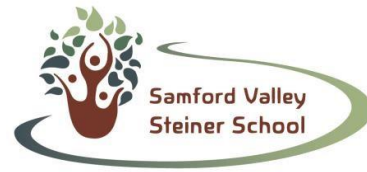
How to Apply

Your application should include:

1. A clear statement as to which role you are applying for
2. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
3. The names, positions and telephone contact numbers for at least two referees who can comment on your suitability for the position. – including a supervisor or management colleague from your most recent role.
4. Your application should be emailed to kturner@samfordsteiner.qld.edu.au and marked Confidential – OSHC Assistant/Lead Educator 2021

Closing Date

Applications close at 4.00pm Friday 12th of December 2021

**Selection Process**

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600 or email kturner@samfordsteiner.qld.edu.au.

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be informed by Friday 15th November whether they have been short-listed or not.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for Tracey Taylor, School Director, or Kylie Turner the OSHC Coordinator to contact you.

If they are not immediately available when you call, please leave your business hours and after hours contact numbers and one of them will return your call at the first opportunity.