

Role Description – OSHC Assistant

Position Title	OSHC Assistant
Reports to	OSHC Coordinator
Faculty	Outside School Hours Care (OSHC)
Level	To be determined based on qualifications and experience
Employment Type	Part-Time, 15-20 hours per week dependent upon candidates availability.
Key relationships	OSHC Coordinator, OSHC Lead Educator, School Director, Economic Development Manager, Primary School Faculty Director, Early Childhood Faculty Director, Teachers, Students, Parents

About Us

Samford Valley Steiner School (SVSS), nestled on 20 acres of serene bushland just 35 minutes from Brisbane's CBD, has grown significantly since its founding in 1987. As Queensland's largest Steiner school, we offer education from Early Childhood through Class 12. Our OSHC program supports working families with Before School, After School and Vacation Care services, in alignment with Steiner educational values and child development principles.

The role

The OSHC Assistant supports the OSHC Coordinator and OSHC Lead Educator to deliver high-quality, nurturing and safe care for children. This includes supporting program planning and delivery, attending to children's individual needs and ensuring administrative and compliance responsibilities are met. The role contributes to a supportive, child-centred environment that upholds the values of Steiner education.

Your contribution

You will provide positive and reliable support across daily routines, activities and supervision in the OSHC setting, contributing to a culture of care, teamwork, flexibility, and responsiveness to children's needs.

Key Responsibilities

Your key accountabilities will include

Program Planning and Supervision

- Assist in planning and implementing creative and engaging programs aligned with children's interests and needs.

- Support activity set-up, supervision, transitions, and mealtime routines.
- Contribute to program evaluations and suggest improvements based on observations.

Team Support and Collaboration

- Support the OSHC Coordinator and team in delivering consistent, safe and caring service.
- Attend and participate in team meetings and reflective practice sessions.
- Maintain open, respectful communication with colleagues, contributing to a positive team culture.

Compliance and Administration

- Complete daily timesheets and relevant checklists accurately and on time.
- Follow policies and procedures, including those related to child protection, privacy and safety.
- Support compliance requirements including food safety, medication handling, and incident reporting.

Health, Safety and Duty of Care

- Maintain awareness of all children in your care; ensure appropriate supervision and safety.
- Be aware of children's medical or dietary needs and follow correct procedures.
- Participate in the service's risk management processes and safe work practices.

Family and Community Engagement

- Greet families warmly, share relevant information and refer concerns to the Coordinator.
- Respect the confidentiality of children and families at all times.
- Support a welcoming environment that encourages family involvement.

Child-Centred Practice

- Build respectful, responsive relationships with children.
- Encourage independence and appropriate behaviour.
- Model empathy, integrity, and professional conduct.

Professional Development

- Participate in training, including child protection, First Aid and ongoing learning.
- Stay informed on National Quality Standards and OSHC sector trends.
- Maintain required qualifications.

What we are looking for

For this role, we will consider how well you:

- Passion for supporting children in a nurturing and respectful environment.
- Ability to work collaboratively and communicate clearly.

- Flexibility, initiative and a proactive attitude.
- Understanding of or interest in Steiner education and holistic development.
- Ability to follow procedures and maintain accurate records.

Mandatory requirements

All staff must adhere to the policies and guidelines of Samford Valley Steiner School, including the Code of Conduct and health and safety procedures. You will be responsible for reporting any incidents or hazards and actively contributing to creating a safe environment for everyone.

For this role, you will also need to hold:

- Diploma Qualified or Cert III Qualified
- Current Blue Card (Working with Children Check)
- HLTAID012 - Provide First Aid in an education and care setting
- Child Protection training (as required by regulation)
- Adherence to SVSS policies and Code of Conduct

Interested in applying?

To enable us to assess your merit, your application should include:

- Your current resume.
- A brief letter (1 -2 page) telling us why you are interested in this role. This should not be a restatement of your resume and does not require you to respond to each of the key capability areas; it is also your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it)

Conditions and benefits of the role

Your employment experience with us will include work-life balance with flexible working options, competitive salary and benefits (including up to 12.75 per cent superannuation contributions by your employer and generous leave loading), generous leave entitlements, career progression opportunities and the chance to make a difference to the lives of students.