



OUT OF SCHOOL HOURS CARE ASSISTANT **ONGOING POSITION**

EDUCATION SUPPORT CLASS LEVEL 1 – RANGE 1 (\$43,277 – 50,270 PRO RATA)

ROLE

You will be encouraged to work as a team to demonstrate your creative and innovative talents assisting within the school's Outside School Hours Care Program. You need to enjoy working and engaging with primary school aged children and be willing to get actively involved in activities. Experience working with children is required.

Our OSCH program operates each school day, Monday to Friday and the vacation care period (school holidays). The successful applicant is required to work a minimum of 15 hours per week to fulfil the requirements of this position.

You will undertake routine tasks that carry some degree of independence that involve understanding procedures and policies. Please note direction is readily available.

RESPONSIBILITIES

The responsibilities of this position will be:

- Take initiative and work in a team environment
- Assist with food preparation, cleaning, facilitating games and activities (such as, sports, cooking and art and crafts). Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition.
- Interacting and establishing positive relationships with children, parents and school staff.
- Ensuring adequate supervision of children at all times, whilst maintaining a warm, caring and safe environment.
- Assisting the OSHC Coordinator in the planning and organisation of activities.
- Liaising with the community to enhance the program.
- Attend regular team meetings.
- Supervision when required.



SELECTION CRITERIA

SC 1 - Demonstrate the experience and skills, to assist the Coordinator in the day-to-day running of the program, a competent knowledge of the National Quality Standards, Quality Improvement Plan and Early Years Learning Framework.

SC 2 - Demonstrate an ability to provide adequate supervision with appropriate qualifications of children at all times, whilst maintaining a warm, caring and safe environment.

SC 3 - Highly developed interpersonal skills, which are a requirement when dealing with a range of people related to the program such as carers/parents, children, OSHC staff, teaching and other school personnel.

SC 4 – Demonstrate the experience or willingness to learn computer applications such as CASES21, Google drive, Outlook, Microsoft Word, Kids Wizz as well as answering the telephone and using the photocopier.

SC 5 - A commitment to professional learning and growth including upskilling to gain appropriate qualifications and move in to the role of coordinator of the program when required.



QUALIFICATIONS

Must hold a minimum Certificate III in Children's Services or approved equivalent. Applicants with VIT status are welcome to apply.

Experience in assisting with planning and conducting a variety of recreational activities for primary school children is desirable.

Current Drivers Licence.

Current Level 2 First Aid Certificate.

Valid Working with Children Check (Employee status).

Anaphylaxis and Asthma trained.

Current Food Handling Certificate is advantageous.

WHO MAY APPLY

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

EEO & OSH COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>



DET VALUES

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

OTHER INFORMATION

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

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