



**ALL SAINTS'
COLLEGE**



OUT OF SCHOOL HOURS CARE COORDINATOR (Permanent part-time position)

About us

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state of the art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre. Our staff are welcome to use our facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings staff often drop by *Wanju*, our College café for a coffee and a chat with other members of our All Saints' community.

We understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before- and after- school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Notebook computers (and iPads, depending on your role) for teaching staff and education assistants
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

About the Out of School Hours Care Centre

Located on site in the Early Childhood Centre, the Out of School Hours Care Centre (OSHC) provides before and after school care for children aged between 3 and 12 years. During term time the Centre's opening hours are: 7.00am to 9.00am and 3.00pm to 6.00pm during weekdays. The Centre also provides a vacation care program from 7.00am to 6.00pm for 11 weeks of the school holidays.

The OSHC Coordinator is required to work 29.5 hours per week (inclusive of 2 hours non-contact time) throughout the year. There is some degree of flexibility with the working hours of this position, so these will be set following negotiations with the successful applicant, as will the salary. Currently the working hours are 6.45am to 8.45am and 2.30pm to 6.00pm (excluding the 2 hours allocated for non-contact time) from Monday to Friday.

About you

You are an enthusiastic, dynamic and innovative educator who would appreciate working in a warm and friendly community environment where you can demonstrate your flair for leading an engaging and responsive educational team providing exceptional childcare experience. You are also a highly motivated and enthusiastic individual, who has the ability to create a warm, welcoming and exciting atmosphere for our children, parents and staff.

You can demonstrate:

- a current First Aid Certificate with asthma and anaphylaxis training (or be prepared to attain one);
- a recognised qualification in education and care ;
- the ability to lead a team of educators;
- the ability to manage the Out of School Hours Centre (using relevant software);
- knowledge of the My Time Our Place: A framework for Out of School Care in Australia;
- Knowledge of the OSHC National Quality Standards;
- a commitment to maintaining a safe workplace that is free from discrimination;
- highly developed interpersonal and organisational skills;
- a current Working with Children Clearance and National Police Clearance; and
- a commitment to supporting the College's Anglican ethos.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to our Out of School Hours Care and why you wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history and the contact details of two professional referees.

For further information and a copy of the duty statement, please visit the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website. Due to our recruitment processes we are not able to accept hard copy applications.

Should you have any queries, please do not hesitate to contact our Director of Personnel and Policy, Tony Bilson, on (08) 9313 9389.

Applications close at 1.00pm on Monday, 21 September 2020.