

**Description: OOSH Centre Assistant Co-Ordinator and Educational Leader. Full-time, 38 hours per week**

**$62,000-$75,000 per year plus Superannuation. Mix of split or block shifts to suit the correct candidate.**

**Award/ Agreement: Children’s Service’s Award 2010**

**Purpose**

The Assistant Coordinator and Educational Leader is responsible for working closely with the Director to provide dynamic and engaging programs for children at South Coogee Children’s Services (155 place, exceeding-rated OOSH Service). Account management, educational programming, ensuring compliance standards and maintaining relationships with educators, children, families & the local community including the school are the primary points of the job role.

**Responsibilities and Key Performance Indicators**

* Assist the Director in ensuring the effective operation of a quality before school care, after school care, and vacation care services that meet the National Quality Standards
* Assist in maintaining all compliance issues in relation the National Quality Framework and Education and Care Services National Law and Regulations 2010
* Support the Director in working towards achieving exceeding in all aspects of the National quality Framework
* Implement and update the Centre’s Quality Improvement Plan alongside the Director to deliver quality outcomes and ensure Service operations remain of the highest calibre
* Supervising and lead educators to ensure children’s needs are met, legislative ratio requirements maintained and effective supervision of children is maintained
  1. Mentor educators to ensure the level of care provided to children is of the highest possible standard
* Ensure the development and implementation of innovative programs throughout the Service as per requirements of National Quality Framework and *My Time Our Place*
  1. Support, collaborate with and guide educators and Area Leaders and provide program guidance and direction
  2. Ensure the Centre’s documentation practices and reports are of a quality standard and that the relevant documentation is shared with the Centre’s families
  3. Collaborate with children to take ownership, gather ideas and suggestions to enhance program delivery across all areas of the Service
  4. Regularly communicate with families regarding the educational program via newsletters, applications and surveys, primarily through the Centre’s documentation and communication platform – Storypark
* Make certain of effective account management within the Service, providing clarity and support to Service families
* Ensure maintenance and upkeep of the Centre’s Risk Assessments
* Any other duties as required by the Director

**Mandatory Requirements:**

1. Sophisticated knowledge of computer software such as Microsoft word and excel, prior knowledge of QikKids is beneficial though not required.
2. At least two years’ experience working in a managerial role within an OOSH service
3. Strong written & verbal communication skills
4. Proven ability to ensure legislative and regulatory compliance in OOSH.
5. Proven experience working as an Educational leader or equivalent and the ability to plan and implement a dynamic educational program within an OOSH setting
6. Strong knowledge of implementation policies within an OOSH service.
7. Ability to identify improvements and lead change with a high performing team.
8. Demonstrated ability to effectively manage employees
9. Knowledge of the National Quality Framework including the law, regulations, National Quality Standards and My Time Our Place
10. Current Working with Children Check, National Police Certificate criminal records check no older than 6 months, First Aid, CPR, Approved Child Protection training as determined by legislation and Asthma & Anaphylaxis qualifications.