

# OSHC Responsible Person

## OSHC Service

### Job Specification

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#### Summary and Purpose of Position

The OSHC Responsible Person is required to be the responsible person in OHSC Director's absence and/or at the Director's request and fulfil the key responsibilities/duties listed below.

### Terms and Conditions of Employment

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- This is a Casual Position.

### Role Description

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#### Key Responsibilities / Duties

- Manage and respond to emails and xplor bookings as required.
- Contribute to and facilitate program, overall observations of OSHC groups, planning and implementing activities.
- Responsible for staff management, parent concerns and student behaviors in the Director's absence.
- Ordering of supplies and coordinating snack as required.
- Rostering in absence of Director.
- Active supervision and compliance concerns as they arise.
- Monitor signing in and out of children.

#### Other

- Other duties in line with the OSHC responsible person's skills and capabilities as required by the Deputy Principal or member of ELT.
- Comply with all SPW policies and procedures.

### Person Specification

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#### Essential Skills, Knowledge and Abilities

- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner
- Ability to model and develop positive behaviour strategies with children.
- Demonstrated ability to build positive relationships with children and foster their social and emotional development.
- Ability to work with other team members in the inclusion, support and care of all children.
- Effective knowledge of the My Time, Our Place Framework.
- Sound knowledge of ACEQUA Regulations and protocols.
- Well-developed observation and reporting skills.
- Willingness to be observed, accept feedback and seek direction.
- Effective interpersonal skills both verbal and written.



- Effective consultative and supervisory skills.
- Demonstrated ability to effectively and appropriately support individual children or groups during activities without supervision.

### Essential Experience

- A demonstrated ability to work effectively and appropriately with children and their families.
- A demonstrated ability to work effectively and professionally with colleagues.

### Essential Qualifications

- ACEQUA approved Qualification
- Mandatory Notification Certificate or the willingness to undertake the same.
- Current Working with Children clearance or the willingness to undertake the same.
- First Aid Certificate or the willingness to undertake the same.
- A willingness to contribute to the Christian ethos of the school.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

