



Site location and context:

Saddleworth Primary School is a small rural school in the town of Saddleworth, South Australia. About 103 km North of Adelaide, Saddleworth is part of the Lower Mid-North and is situated on the [Gilbert River](#). Along with neighboring towns of [Riverton](#), [Rhynie](#) and [Tarlee](#) the local area is known as the [Gilbert Valley](#). The Gilbert Valley and Saddleworth sit prominently in the Mid-Northern landscape with historical importance and an optimistic future ahead. For 2020 Saddleworth Primary School has 45 enrolled students from R-7. There is a Pre-School on site. The OSHC service is run at the Saddleworth Primary School site with our Governing Council as service provider.

Position context:

We need a qualified, highly motivated and caring Director to lead the implementation of our OSHC service. The Director will provide care, supervision and activities for 1-15 students after school for 3 afternoons a week: 3xhrs supervising students, 1xhrs administration per day. \$32.24ph.

After June 30th we will be looking to trial 5 days a week, making this a 20 hours per week position. The Director will also be in charge of ensuring Vacation Care is available during School holidays. Depending on community need at the time this could be 8am-5.30pm 5 days a week or something less than that during the school holidays. Morning OSHC will be considered, based on community need later in the year.

This position will accrue holiday pay, which will normally be available during the Christmas period.

There will be a Probation period of 2 months from the starting date at which point we will assess if the employee is suitable for the role and where appropriate an extension contract will be offered.

Job description:

The OSHC Director is Employed by the Saddleworth Primary School Governing Council. The Principal is Line-manager to the OSHC Director and reports to the Governing Council.

On school days the Director will work from 2-3pm on administration that includes maintaining the Spike data-base and working through the Quality Improvement Plan (QIP) to meet the National Quality Standard and setting up afternoon activities. A word doc of weekly planned activities will be available to the School Principal each Monday for the week ahead.

From 3pm Mondays, Tuesdays and Wednesdays the Director will collect any children from the Kindy and begin working with them. The Primary students will join in at 3.20pm. On

The OSHC Director is responsible for buying food and resources needed for OSHC using the OSHC budget and with approval from the School Principal.

All resources and equipment will be packed away each day. All mess will be cleaned so the classroom is ready for use the following day. The Director will manage the students to help do this work before parents arrive to take them home.

The end of each afternoon session occurs when the final child is collected. No one is permitted to stay on the school site alone after hours. You will leave the school with the last collected child and their parent/carer, turning off the lights and locking the school on your way out. Any hours in lieu can be made up in admin time with an earlier start the next working day.

Applicants are to present a resume and contact details of 2 work-related referees together with successful evidence and experience related to the following:

- Previous experience as an OSHC Director or similar.
- Ability to plan, prepare, implement and evaluate appropriate developmental programs for children in an OSHC setting.
- Leadership, operational and financial management skills.
- Knowledge and understanding of the National Quality Standards and developing a Quality Improvement Plan.
- Effective interpersonal, oral and written communication skills.

Required Qualifications:

- Diploma of Children's Services (Working towards will be considered).
- First Aid qualifications: Provide Emergency First Aid in an Educational setting.
- Responding to Abuse and Neglect (RAN) training
- Up to date DCSI Criminal History Screening certificate.

For further information please telephone: 0428517166 to talk to the Principal James Bryant or email james.bryant395@schools.sa.edu.au

Applications must be submitted by 5pm Monday the 15th of June 2020.