

PLEASE READ THIS BEFORE COMPLETING JOB DESCRIPTION FOR YOUR SERVICE:

1. For a Director's position in particular, be specific about your expectations as an employer. Ensure that you have budgeted for sufficient working hours in which to complete the tasks and carry out the responsibilities you are allocating to this position, particularly for non-contact hours. Remember if you are paying staff Child Care (SA) Award rates, they are being paid a minimum wage. Although the Director may have executive responsibilities s/he does not receive a salary with built in financial rewards for additional work that may be required

2. Individual services will need to address the following job description as not all services will require the same tasks of the OSHC Director. However all the tasks listed are tasks that need to be addressed and so if you do not want tasks to be undertaken by the service's director it is important that it is clearly stated and the person responsible for those tasks not to be undertaken by the director is identified.



DRAFT SAMPLE JOB DESCRIPTION FOR OSHC SERVICES

TITLE of POSITION: Children's Services Professional Level 4 - OSHC Director Level 1 (2, 3 & 4 as appropriate)

Director Level 1 (no more than 39 licensed child places)

or

Director Level 2 (between 40 – 59 licensed child places)

or

Director Level 3 (60 – 89 licensed child places)

or

Director Level 4 90 plus licensed child care places

N.B. see Award for special requirements for multi-site services

AWARD/AGREEMENT:

Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award

Position Objectives

The Director is accountable to the operator for the overall management and administration of the operations of OSHC Service, ensuring that:

- quality OSHC care that meets the individual and group needs of school age children is provided
- the service's philosophy, policies and procedures are implemented, and
- OSHC National Standards are met as minimum operational standards for the OSHC service
- The service attains and maintains accreditation of OSHCQA principles.
- That all legal and statutory requirements are implemented.

Areas of responsibility include delivery of quality care, management and leadership of the staff, financial management and administration, planning and evaluation and marketing and liaison. Suggestions /comments from all stakeholders should be welcomed and acted upon. Consideration should also be given to effective forward planning for the future development of the service and its programs.

Special Conditions

- Current Senior First Aid. Check the site OHS&W requirements in relation to first aid qualifications.
- Attendance at out of hours meetings, training and service functions may be required (paid or time off in lieu as negotiated)
- Current Driver's Licence
- A police clearance may be required
- A Qualification allowance may also apply at this level – refer to the Childcare (SA) Award, Schedule 1 for details. The intent of this allowance is to recognise training over and above the qualifications required for the position, e.g. AQF, TAFE or University qualifications.

RESPONSIBILITIES AND DUTIES

Delivery of quality Out of School Hours Care

Oversee the development, implementation and evaluation of the daily routines and programs ensuring that:

- The safety, security and well-being of the children is protected
- The service attains and maintains OSHC Quality Assurance accreditation
- Appropriate service policies and procedures are in place and followed
- The program reflects the multi-cultural diversity of the community
- Confidentiality is respected and maintained
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed.
- There is appropriate storage and labelling for all potentially hazardous substances.

Management and leadership of staff

- Recruit and induct staff and volunteers as delegated by the operator
- Organise staff rosters daily (the delegation of this task may be appropriate)
- Ensure adequate child: staff ratios in accordance with the OSHC National Standards at all times
- Supervise and provide leadership to staff
- Assess work performance, training and development needs, working with staff to enhance their work performance and professional development
- Plan and co-ordinate in-service training for the staff team
- Facilitate regular staff meetings (monthly or no less than bi-monthly recommended)

- Develop staff awareness of accountability requirements and legal liability regarding duty of care to children
- Ensure that adequate supervision and direction is provided for students on placement at the service and volunteers within the service
- Ensure that all staff are actively involved in achieving, as a minimum, the satisfactory level in the OSHC Quality Assurance, with remuneration for their input into this process

Financial management and administration

- Manage or delegate to ensure that the required accounts and records are maintained, including staff records
- Prepare, monitor and review the service's annual budget in consultation with the operator. Set fees in accordance with the budget.
- Monitor expenditure against budget, utilisation, and ensure that the budgeted income will meet the cost of staffing levels and the required child:staff ratio
- Ensure that accurate and complete records of each child's enrolment, attendance, illness, accident reports, observations and any other records as required by the operator and authorities are kept and maintained
- Ensure confidentiality of these records at all times
- Supervise the daily functions of the service, including but not limited to
 - Liaison with appropriate school staff regarding the OSHC facilities and resources
 - Purchase of materials and equipment
 - Maintenance of equipment and materials
 - Food purchasing and preparation
 - Provision of information to families about their children when requested or appropriate
 - Bookings and cancellations
 - Monitoring waiting lists
 - Handling petty cash
 - Receiving fees and attending to banking
 - Preparing and paying wages
 - Preparing and paying invoices
 - Issuing accounts to the families
 - Monitoring expired accounts and collecting outstanding debts
 - Supporting the operator with responsibilities relating to financial returns, monthly income and expenditure statements and annual audit statements
 - Implementation of Child Care Benefit (CCB)
 - Maintenance of CCB information and lodging term reports
 - Completing state and federal census forms, surveys and required information
 - Preparation, evaluation and implementation of the service's annual budget in consultation with operator and appropriate authorities

- Preparation of funding submissions for relevant authorities when required
- Ensure that reports are tabled for the operator at each meeting

Planning and evaluation

- Undertake regular evaluation of the program
- Ensure that the service is operating and meeting the needs of families and the community, maintaining effective and positive relationships with all stakeholders
- Monitor the implementation and outcomes of the service's policies and recommend changes as required, while keeping families informed of any changes to policies
- Plan and co-ordinate in-service training for staff and volunteers
- Co-ordinate the development, implementation and monitoring of the service's business plan
- Undertake risk management of programs and procedures in accordance with the operator's requirement to address legal/statutory requirements. (This is particularly relevant to vacation care excursions)

Marketing and Liaison

- As required, support the operator to prepare, implement and monitor a marketing plan for the service
- Liaise with appropriate authorities and community networks providing parenting assistance and referral assistance
- Support the establishment and maintenance of effective communication with the school staff and the school community, and Line Manager if on a DECS site
- Provide written reports on aspects of the day to day management of the service and present to each (operator's) meeting and to the Annual General Meeting

Occupational Health, Safety and Welfare

- Liaise with the operator to seek clarification about the site OHS&W policies and procedures and identify the party responsible for oversight of the OSHC work environment
- Seek clarification of any specific OHS&W requirements that relate to OSHC
- Take reasonable care to protect his /her own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work
- Ensure that staff, students and volunteers are aware of their responsibilities to take reasonable care to protect their own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work
- Ensure that accident and illness registers and relevant Work Cover reports are maintained within the service
- Ensure the premises and facilities are hygienic and in good condition
- Ensure premises are kept secure
- Advise the operator of the need to repair resources or facilities as required

- In conjunction with the operator develop and maintain an accurate inventory of equipment
- Ensure that electrical, first aid and fire equipment is tested, maintained and replaced according to regulations

Organisational Relationships (this will vary according to the operational model and so consider the following)

Responsible to:

The Director will be responsible to either

- Operator's nominee if operated by an Incorporated Body
- Line Manager if sponsored by a DECS Governing / School Council, as set out in the Administrative Instructions and Guidelines
- On other school sites Principal / School Board as identified
- Operator (name) if privately owned and sponsored

The director will be responsible for staff, volunteers, and students on placement.

Extent of Authority

The Director is responsible for the overall management and administration of the service on behalf of the operator.

- Responsible for the day to day decisions necessary for the effective management of the service
- Support and advice the operator to comply with legislative requirements such as Food Handling, Facilities and Occupational Health & Safety
- Support and advice to the operator, and participate in the decision making process, on matters relating to policy, operational, financial [including the budget development and monitoring], human resource (Award information/changes and employer responsibilities) as well as marketing management
- Administer, evaluate and report on programs endorsed by the operator and exercise decision making authority within those programs
- Authorized to spend up to \$..... for the daily management of the service without prior consultation with the operator
- Authorized to sign documents and letters related to day by day operation of the service
- Authorized to deal with human resources issues on a day to day basis and undertake responsibilities in relationship to recruitment and staff disciplinary procedures as negotiated with the operator and main appropriate documentation.

Requirements of the Position (Selection Criteria)

Skills/ Children's Program

- Effective oral and written communication skills
- Effective leadership, interpersonal and supervisory skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with individual children with particular needs
- Highly developed observation and reporting skills
- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community
- Recognition of the needs of children and the ability to nurture and support children new to the service
- Ability to assist families in a sensitive supportive and professional manner
- Ability to develop and implement positive behaviour management procedures
- Ability to cope in an emergency or in a stressful situation

Skills / Business Management

- Effective administration, marketing and financial management skills
- Effective operational and human resource management skills providing professional guidance when required
- Effective time management skills
- Ability to negotiate effectively with all service stakeholders
- Ability to liaise with relevant authorities and community groups
- Ability to research and write submissions for funding
- Computer literate

Knowledge

- Knowledge of local community
- Sound knowledge of children's development, from 5 - 13 years of age
- Knowledge of age appropriate recreational activities
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of mandatory reporting
- Sound knowledge of OSHC Quality Assurance
- Sound knowledge of adult learning principles
- Sound knowledge of current OSHC best work practices
- Knowledge of the responsibilities of the employer and employee under the Occupational Health & Safety Legislation and other relevant legislation
- Sound knowledge of administrative functions of an OSHC service including software programs for administering childcare benefit
- Sound knowledge of OSHC National Standards compliance requirements
- Sound knowledge of government regulations and compliances relating to OSHC
- Knowledge or developing knowledge of financial and business management

Experience and / or qualifications and / or training

- Diploma of Children’s Services or equivalent qualification approved by licensing authorities, or possesses the skills and experience to carry out the duties at this level
- Experience and / or training in administration and management
- Experience working with groups of children from 5 – 12 years of age

DECLARATION

I have read the Job Description for Children’s Services Professional Level 4 - OSHC Director Level 1 (2, 3 & 4 as appropriate) and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability

NAME:

DATE:

SIGNATURE:

WITNESS:

POSITION:

DATE:

SIGNATURE: