



## **EMPLOYMENT VACANCY**

**Outside School Hours Care Supervisor – ongoing position to commence 22nd July, 2019**  
**Applications close: June 25, 2019**

Liwara Catholic Primary School is a double stream school catering for children in our 3 Year Old Kindergarten through to Year 6. The Liwara Catholic Outside School Hours Care (OSHC) service is an integral part of the school community and is seeking a qualified supervisor.

The position would suit a candidate who has a wealth of experience working with primary school aged children in an OSHC setting and work as part of a team of motivated and dedicated staff, providing a high standard of care for our children.

We are seeking an enthusiastic and self-motivated team member who will embrace our whole school approach in providing and maintaining a high quality children's service.

The successful candidate will be required to work a minimum of 30 hours per week, before and after school, during school terms and during Vacation Care.

### **Selection Criteria -**

The successful applicant will:

- Foster positive working relationship with parents, families, school staff and community and maintain confidentiality
- Provide high quality Outside School Hours Care through assisting in the preparation of play-based leisure programs, and implementing and evaluating the experiences of the children
- Have a genuine desire to work with children and be willing to engage with them in a positive, sensitive and respectful manner
- Ensure the safety, security and wellbeing of the children at the centre
- Assist in implementing healthy eating plans, online food ordering and food storage management and ensure high standards of hygiene
- Be committed to contributing to a positive and constructive team environment
- Demonstrate a high level of organisational ability, computer and administrative skills
- Work within the legislated guidelines of the Education and Care Services Regulations, National Quality Standards, the Early Years Learning Framework and the My Time, Our Place Framework

### **Qualifications Required**

- Diploma of Children's Services (Early Childhood Education and Care); Certificate IV in Children's Services (Outside School Hours Care) or equivalent
- A current first-aid, asthma and anaphylaxis certificate or willingness to undertake training in this area

Applicants must be fully supportive of the objectives and ethos of Catholic Education. Applicants must have a current Working With Children and National Police Checking Service clearance as issued by the Department of Education WA. Please submit a curriculum vitae, addressed to the Principal, including names and contact numbers of three referees.