Manager (OSHC)
Part-time – Ongoing
Commencing: 11/01/2027

POSITION DETAILS:

Liwara Catholic Primary School is a double stream school in Greenwood catering for 470 students in a co-educational setting from Pre-Kindergarten to Year 6. A school based Out of School Hours Care service caters for up to 100 students. The service provides quality care for before and after school care, as well as vacation care.

We are seeking a suitably qualified, experienced and passionate OSHC Educator (2nd In Charge Manager) who will work closely with our OSHC Manager and our collaborative staff to support students, families and staff. This is an ongoing part-time position (0.8FTE), with the possibility of fulltime work. The position will be set shifts over 4 days. Additional hours / full-time work may be available to cover parental leave and vacation care shifts.

SELECTION CRITERIA:

The successful applicant will:

- Assist the Centre Manager to lead and manage daily operations of the OSHC service in accordance with the Education and Care Services National Law and National Regulations.
- Collaborate to drive continuous improvement aligned with the National Quality Framework (NQF), including Quality Area planning and assessment.
- Provide strong pedagogical leadership, supporting educators to deliver engaging, developmentally appropriate programs.
- Build and maintain respectful partnerships with children, families, educators, the school community, and the Approved Provider.
- Assist with staffing, rostering, budgeting, and administrative functions.
- Promote a child-safe environment where children are seen as capable and confident individuals and their views are valued.
- Promote a collaborative, reflective team culture grounded in professional practice and Catholic values.
- Report to the school Principal and CEWA Care Services Team and ensure compliance within the service.
- Prepared to support the Catholic Ethos.
- Have the ability to use initiative, welcome feedback and adopt a solution focused outlook.
- Availability to do open and closing shifts.

QUALIFICATIONS REQUIRED:

- ACECQA Approved Qualification to work in a WA OSHC service as a first qualified educator.
- Western Australia Working with Children Check.
- Ability to take on the responsibility of the Qualified Educators / Nominated (2nd in Charge).
- Completed or willing to complete:
  - within 14 days the new National Child Safety Training
  - approved First Aid in a Childcare Setting training
- Accreditation to Work in a Catholic School (or willingness to attain).
- A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website.

APPLICATIONS:

Applicants are required to submit a covering letter (maximum of 2 pages) addressing the selection criteria above, (within the letter) and a curriculum vitae. Please include contact details for two professional referees (including your current employer) and your parish priest reference (if applicable). Email applications to employment@liwara.wa.edu.au with the subject OSHC Application.

APPLICATIONS CLOSE: 2nd November, 2026