



## EMPLOYMENT VACANCY

OSHC Nominated Supervisor & Educational Leader  
Fulltime – Ongoing position to commence ASAP

### Position Details:

Liwara Outside of School Hours Care (OSHC) provides before and after school care and vacation care for students from Pre-Kindergarten to Year 6. We are located within the grounds of Liwara Catholic Primary School, Greenwood.

We are looking for an enthusiastic and passionate OSHC Nominated Supervisor to join our team on a full-time basis for split shifts during term time, and day shifts when vacation care is in operation over school holidays.

### Your role will include:

- Undertake the day-to-day management of the OSHC in consultation with the centre manager.
- Develop, document, implement and evaluate a program in line with current legislative requirements.
- Ensure the philosophy, policies and procedures of our service are applied.
- Work in partnership with families.
- Prepare for and facilitate staff meetings for OSHC staff.
- Plan for and facilitate the inclusion of all children.
- Complete vacation care program including bookings and risk assessments.

### About you?

- Diploma in Children's Services (or Degree/Diploma in Primary Education, or other equivalent)
- You have knowledge and understanding of all legislation relevant to OHSC
- Experience with Xap or similar software would be advantageous
- Current First Aid Qualification
- Strong leadership skills
- Current Working with Children Check
- Current Nationally Coordinated Criminal History Check obtained through the Department of Education (or able to obtain)
- Enjoy working with primary school aged children and be willing to engage with them in a positive, sensitive and respectful manner
- Work well in a team, providing a high standard of care for our children
- Are reliable and well organised.

The annual salary will be based on the successful applicant's level of experience.

Please email applications addressed to the Principal, [liwara.enquiries@cewa.edu.au](mailto:liwara.enquiries@cewa.edu.au)

**Closing date for applications:** 14 March 2024