

COLLEGE OVERVIEW

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

It is critical to the College that our Christian beliefs are lived and modelled by our staff. Therefore we seek to employ staff whose lives are a genuine reflection of their Christian faith.

Emmaus Christian College is one school, two campuses. The South Plympton Campus (F-12) operates as three sub schools: Junior School, Middle School and Senior School. The Brooklyn Park Campus is a dedicated Junior School (ELC-Year 6). The ELC operates as part of Junior School.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

SUBMITTING YOUR APPLICATION

Position Title: OSHC Assistant (Regular and relief roles available)

Closing Date: Monday 7th December 2020 at 9am

Applicants should provide:

- A brief written application that addresses the Key Responsibilities and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website www.emmauscc.sa.edu.au under Staff/Positions Vacant)
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au

POSITION DESCRIPTION

JOB TITLE:	OSHC Assistants (Regular and relief shifts available)
DATE:	January 2021
NATURE OF EMPLOYMENT:	Casual (During term time in 2021)
CLASSIFICATION:	Child Services Award
NORMAL HOURS OF WORK:	3 ¼ hour per day (2.45pm – 6.00pm) during term time
LINE MANAGER:	OSHC Director

KEY RESPONSIBILITIES

Health, Safety and Welfare:

- Assist with food preparation eg Cut up and prepare fruit plates, heat up food etc
- Serve food to children
- Clean up after food preparation and assist children clean up their own dishes where necessary
- Be aware of WHS policies for the College and ensure the service complies with those policies
- Provide basic first aid as necessary

Supervision:

- Observe and supervise inside and outside play
- Behaviour management as necessary
- Assist children with homework as necessary
- Occasionally complete role and/or sign children in if Director is busy with parents or phone calls

ALL RESPONSIBILITIES AND DUTIES:

All responsibilities and duties must be carried out with regard to and including:

- Protection of the health, safety, security and well-being of all stakeholders
- Adherence to relevant policies, procedures and statutory requirements
- Respect for each individual
- Respect for and maintenance of confidentiality
- Risk management and notification of authorities in the event of an emergency situation affecting children, staff or visitors to OSHC
- Complete and comply with Child Related DCSI Screening requirements
- Complete Mandated Notifier training and be aware of expectations
- Complete Basic First Aid training

PERSONAL ATTRIBUTES

- Be a committed Christian
- Calm, pleasant personality