



TOWNSVILLE GRAMMAR SCHOOL

CO-ORDINATOR OUTSIDE SCHOOL HOURS CARE

PRIMARY OBJECTIVE

To co-ordinate the management of the Outside School Hours Care and Vacation Care programs within the Junior School (Annandale and North Shore).

REPORTING RELATIONSHIPS

This position reports directly to the Head of the Junior School and, in turn, to the Principal. Through the Secretary of the Board of Trustees, the Board as the nominated managers of the program are kept informed of pertinent matters.

SPECIFIC ACCOUNTABILITIES

Students

1. Maintain safe, and developmentally appropriate and interesting programs for the students.
2. Monitor the welfare, behaviour and activities of students involved.

Staff

1. Ensure that all staff/volunteers relevant to this position are Blue Card compliant at all times.
2. In liaison with the Head of Junior School recruit and timetable staff for rosters which meet child/adult ratios.
3. Provide development and training opportunities for staff as required.
4. Ensure time sheets are completed to enact payment for North Shore and Annandale.
5. Inform staff of available information from QCAN and ACECQA (Australian Children's Education Care Quality Authority)
6. Regular meetings are held with the Head of Junior School to update him of the OSHC program.

Community

1. Liaise with parents to ensure families' needs are catered for.
2. Provide timely updates for the Newsletter to advise families of programs and booking arrangements.
3. Co-ordinate community providers to assist in the programs offered.
4. Liaise with governing bodies (Department of Communities, Centrelink, Department of Family and Community Services) to ensure regulations are met.
5. Responsible for all incoming and outgoing mail.
6. Undertake an audit of all relevant sections of the School website at the end of each term and immediately advise the Assistant Director of Enrolments and Publications of required updates.

Facilities/Resources

1. Preparation and management of a financially responsible budget for all aspects of OSHC in particular Vacation Care.
2. Purchase resources relevant to the ongoing provision of afternoon tea meals.
3. Purchase equipment for the program.
4. Liaise with the Head of Junior School and Works Manager to ensure equipment and facilities are well maintained.
5. Liaise with Finance Office to ensure billing of families is accurate.
6. Liaise with funding bodies to access grants and financial assistance as necessary.
7. Liaise with licensing bodies to ensure all regulatory requirements are met.