



## OSHC Coffs Harbour /Toormina

### OSHC Admin Support Roles

**Mary Help of Christians Primary OSHC: 10 hrs p/w**

**St Augustine's Primary OSHC: 20 hrs p/w**



This is an exciting opportunity to be part of our OSHC service expansion.

The Diocese of Lismore is the Approved Provider for 7 Early Childhood Education (ECE) Services and 6 Outside School Hours Care (OSHC) Services across a region extending north to Tweed Heads and South to Laurieton.

Two frontline roles are being sought to assist establish new OSHC services at Mary Help of Christians Primary, Toormina and St Augustine's Primary, Coffs Harbour. Both roles will commence in December 2019 to establish the service for opening on 28 January 2020.

The OSHC Admin Support works closely with the OSHC Coordinator and is responsible for full compliance regarding Child Care Subsidy and financial management. Your job role includes providing excellent customer service, support for OSHC bookings and fee collection, supporting the service achieve its financial goals and deliver a variety of operational reports.

You will be provided training in our systems and processes and supported by a dynamic organisation committed to service development and improvement.

If you are an experienced frontline staff member with business administration experience, we would like to hear from you. Applicants with administration experience in the Early Childhood Education and Care sector will be highly regarded.

#### **ESSENTIAL CRITERIA:**

- Post-secondary education in administration, business and / or office management
- Demonstrated use of accounting software. Zero accounting would be an advantage.
- Demonstrated use of Child Care subsidy software (highly regarded)
- Excellent computer literacy, time management and organisational skills.
- Current Working with Children Check and Criminal History Record Check
- Demonstrated ability to form relationships and communicate effectively with children, families, team members and school / parish communities.

Days / hours are negotiable. As the service expands there may be opportunity for additional hours per week. Please note, both positions will achieve up to full time hours in the establishment phase of the service (Dec-Jan) and commence the advertised hours from the 28<sup>th</sup> December 2019.

**HOW TO APPLY:** Eligible applications must include a current resume and a covering letter detailing how you meet the qualifications and skills required as detailed in the essential criteria and position description.

Applicants must have the legal right to work in Australia, and will be subject to pre-employment screening in accordance with Child Protection Legislation.

For enquiries about applying for the position please contact the Recruitment Coordinator: Glenda Graham (02) 6627 6270.

Information about the new services and the positions can be made to the Early Childhood Education Officer: Marina Hynes on 0417 213 191 or [marina.hynes@lism.catholic.edu.au](mailto:marina.hynes@lism.catholic.edu.au)

Applications close Tuesday 8 October 2019. Interviews will be held on the 17/18 October 2019.