


OSHC Coordinator - Killara

Randstad • All Sydney NSW

 Base pay
\$50,000 - \$53,000

 Work type
Full Time

 Contract type
Permanent

Licenses & certifications

CPR

Perks

TRAINING

Skills

MICROSOFT WORD

LEADERSHIP SKILLS

OPERATIONS

TRAINING

Full job description

An exciting new opportunity for a Coordinator at an Outside School Hours Care service in the North Shore suburb of Killara, has become available. This is the perfect position for someone looking to progress within their career and further develop their expertise and skills as a leader in the OSHC space.

About the Role

Looking for someone who is strong and confident to lead a team of OOSH staff, who is passionate about education and provides safe, inclusive and fun environments.

- Permanent position (30.5 hours per week)
- Professional Development opportunities
- Overseeing Day to Day duties
- Develop fun and engaging activities for primary aged children
- Administration and Programming
- Well established, friendly and supportive team


Job details

 Date posted
02 Jun 2021

 Expired On
05 Jul 2021

 Category
Education, Training & Childcare

 Occupation
Other

 Base pay
\$50,000 - \$53,000

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

What's On Offer:

Working for this organisation will see you earning an attractive salary package as well as earning discounts at local community organisations.

- Attractive Salary
- Local community discounts (petrol, shopping, accommodation)
- Paid Training (First Aid, CPR, Asthma, etc)
- Specifically designed Coordinator workshops for your professional development
- Operations support including Staffing, Compliance, Recruitment, Customer Service and Billing departments to allow service focus

About you

The successful Coordinator will have a minimum of a Certificate IV Qualification or equivalent, approved by ACECQA and previous experience working in an Outside School Hours Care Program, primary school or Early Years

- Cert IV or Diploma or Bachelors in the Education field (or equivalent, approved by ACECQA)
- Experience in creating and running programs
- Strong knowledge and understanding of National Quality Framework (NQF)
- Exceptional teamwork and organisation skills
- Great leadership skills
- Current working with children check
- First Aid, Asthma and Anaphylaxis, CPR

How to apply:

In order to apply for this role or if you would like to be contacted for a confidential discussion, please contact adele.wistuba@randstad.com.au via email, with a copy of your CV as a word document with limited formatting.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.