



JOB DESCRIPTION- Maternity Leave Position for 12 months

OUTSIDE SCHOOL HOURS/VACATION CARE

CO ORDINATOR Level 2 - 6.4

(to increase if enrolment numbers increase)

Hours of work:	27.5 hours per week- School term Between 7am- 9am and 2.30- 6pm 38 hours per week during Vacation Care
Responsible to:	Centre Manager
Employer:	Chester Hill Neighbourhood Centre Management Committee
Salary & Conditions	In accordance with the Children's Services Award 2010

Duty Statement:

The Co ordinator is the Authorised Supervisor in charge of the service and is accountable to the approved provider for the overall operation, management and administration of the service. Duties are to 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 and inclusion of diversity, maintenance of confidentiality, risk management as required under the National Regulations and notification to authorities

The Co ordinators responsibilities are

- Inclusion in Educators ratio and children's supervision
- Educational Leadership
- Delivery of Quality Care and Children's programs
- Staff Management and Leadership
- Partnerships with families and communities
- General administration functions
- Evaluation



- Any other duties as required by the Manager

ESSENTIAL REQUIREMENTS

- Bachelor Early Childhood Education/ Diploma in OOSH or equivalent
- 2 Years Supervisory Experience
- Current approved First Aid Certificate, including anaphylaxis management and emergency asthma management training as listed in the ACECQA Website
- In depth knowledge / and understanding of the Child Care Quality Standards
- Police Check
- Current Working with Children Check
- Relevant Child Protection Qualification
- Ability to interact and support children and their families in a positive, sensitive and respectful manner.
- Highly developed observation and reporting skills
- Knowledge and experience using Quikkids
- Commitment to EEO
- Availability to commence immediately
- Fully Covid 19 Vaccinated
- 2 Recent References

DESIRABLE REQUIREMENTS

LR Drivers License

Written applications addressing each of the above Essential and Desirable Criteria and a current Resume, to be addressed to the Centre Manager and emailed to manager@chnc.org.au by Friday 3rd March 2023