

Emmaus Out of School Hours Care Director

Role Description

The OSHC Director leads Emmaus Christian School's Out of School Hours Care and Holiday Care programs, delivering safe, engaging and high-quality services that reflect the School's Christian ethos and values.

Reporting directly to the Executive Business Manager, the OSHC Director will also work closely with the Preschool Director and HR & Administration Manager to ensure effective oversight of service delivery, staff leadership, compliance, administration and business performance. This full-time, non-ratio role requires the Director to remain onsite whenever the program operates.

This is a temporary full-time appointment for 2027, with the potential for the role to transition to an ongoing position subject to organisational needs.

Leadership and Service Delivery

- ❖ Lead the delivery of safe, engaging and high-quality OSHC and Holiday Care programs that reflect the School's Christian ethos and support positive outcomes for children and families.
- ❖ Provide clear operational leadership as Nominated Supervisor, exercising sound judgement and effective oversight whenever the service operates.
- ❖ Develop and support a professional staff team consistent with the School's Christian values and ethos, through effective recruitment, supervision, performance support and attention to staff wellbeing.
- ❖ Strengthen program quality and child-centred practice through purposeful planning, reflection, collaboration and continuous improvement.

Family and Community Engagement

- ❖ Cultivate respectful, responsive relationships with families, managing enrolments, enquiries, feedback and concerns with professionalism, care and discretion.
- ❖ Strengthen connections between OSHC, Emmaus Christian School and the wider School community through proactive communication and collaborative engagement.
- ❖ Work in partnership with families, educators and relevant school staff to support children's wellbeing, behaviour and participation in a consistent, child-centred way.



Governance, Quality and Child Safety

- ❖ Maintain strong governance, quality and compliance systems, including service approvals, policies, records, reporting, the Quality Improvement Plan and Assessment and Rating readiness.
- ❖ Embed a child-safe culture through consistent supervision, clear conduct expectations, robust reporting practices and compliant safe-arrival, departure and Working with Vulnerable People processes.
- ❖ Use audit, review and incident learnings to strengthen practice, manage risk, respond to regulatory change and maintain safe, well-prepared operations.

Business and Service Operations

- ❖ In consultation with the Executive Business Manager, oversee the financial and operational sustainability of the service, including budgets, fees, occupancy, resourcing and service viability.
- ❖ Ensure accurate, timely and compliant administration of Child Care Subsidy requirements, enrolments, session reporting, bookings, procurement and service systems.
- ❖ Maintain an organised, well-resourced and responsive service environment that supports program delivery, compliance and changing operational needs.

Team & School Culture

- ❖ Contribute positively to the life and culture of Emmaus Christian School through professional, collaborative and values-aligned service.
- ❖ Work constructively with the Business Leadership Team, OSHC team and wider School staff to support integrated, efficient and effective service delivery.
- ❖ Engage appropriately in staff meetings, professional learning, school committees and community activities relevant to the role.

Christian Commitment

- ❖ Model Christ-like character and conduct, reflecting the School's mission, values and Statement of Faith in all aspects of the role.
- ❖ Contribute to a Christ-centred school community through biblically grounded service, active participation in devotions and prayer, and engagement in the life of the School.



Selection Criteria

Essential

- ❖ An approved Diploma-level qualification in Early Childhood Education and Care, School Age Education and Care, or another qualification relevant to OSHC service leadership.
- ❖ Demonstrated leadership and/or experience managing the operational, administrative and compliance functions of an OSHC, school-age care or education and care service.
- ❖ Sound knowledge of the Education and Care Services National Law and Regulations, National Quality Standard and relevant compliance requirements.
- ❖ Ability to lead, guide and support educators professionally and relationally.
- ❖ Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families, staff and the wider school community.
- ❖ Highly organised, with strong attention to detail, sound judgement and the ability to manage competing priorities.
- ❖ Ability to maintain accurate records and handle confidential and sensitive information with integrity and discretion.
- ❖ Proficiency in Microsoft Word, Excel, Outlook and Teams, and confident to learn childcare management systems and other technology platforms.
- ❖ Hold a current Working with Vulnerable People registration or obtain one before commencing the role.
- ❖ Active membership of a Christian church and wholehearted support for the School's Christian mission, values and Statement of Faith.

Desirable

- ❖ Hold current First Aid, CPR, asthma and anaphylaxis certification, or be willing to obtain and maintain these qualifications.
- ❖ Experience using Xplor or an alternate childcare management system.