

ROLE ACCOUNTABILITY

OSHC ASSISTANT SERVICE MANAGER

Role Title: OSHC Assistant Service Manager	OSHC Educational Leader: Belinda Raine
Employment Status: Part Time	Nominated Supervisor: Belinda Raine
Reports to: Belinda Raine and Matthew Scott	

QUALIFICATIONS AND REQUIREMENTS FOR THE POSITION

- Relevant Diploma Qualification (Approved by ACECQA) or have achieved a relevant ACECQA-approved Cert III qualification (or equivalence) and be actively working towards this qualification as per the definition in Regulation 10 of the Education and Care Services Regulation.
 - 10 Meaning of actively working towards a qualification**
 - For the purposes of these Regulations, an educator is **actively working towards** a qualification if the educator—
 - (a) is enrolled in the course for the qualification; and
 - (b) provides the approved provider with documentary evidence from the provider of the course that—
 - (i) The educator has commenced the course; and
 - (ii) is making satisfactory progress towards completion of the course; and
 - (iii) is meeting the requirements for maintaining the enrolment; and
 - (iv) In the case of an approved diploma-level education and care qualification, the educator—
 - a) holds an approved certificate III level education and care qualification; or
 - b) has completed the units of study in an approved certificate III level education and care qualification determined by the National Authority; or
 - c) has completed the percentage of total units of study required for completion of an approved early childhood teaching qualification determined by the National Authority
- Current First Aid Certificate (approved by ACECQA)
- Current CPR Certificate (approved by ACECQA)
- Current Anaphylaxis Training (approved by ACECQA)
- Current Emergency Asthma Management Training (approved by ACECQA)
- Current Working with Children Check as required under legislation
- Commitment to maintaining current knowledge and attend additional training as necessary

PRIMARY ROLE

Your primary role is to support the Nominated Supervisor in the management of the service and ensure all educators, families and children are welcomed and feel a sense of belonging at the service.

Responsible, in consultation with the Nominated Supervisor for overseeing projects or tasks within the service to ensure all role accountabilities and policies are being followed by all staff.

Responsible for the overall management and administration of the service in the absence of the Nominated Supervisor including maintaining day-to-day accounts and administrative matters.

INDICIATIVE DUTIES

Co-ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.

- Contribute, through the Director and coordinate the development of the centre or service's policies.
- Co-ordinate centre or service operations including Occupational Health and Safety, program planning, and staff training.
- Responsible for the day-to-day management of the centre or service in the temporary absence of the Director and for management and compliance with licensing and all statutory and quality assurance issues.
- Generally, supervise all employees within the service.
- May undertake additional responsibilities including:
 - coordinating the activities of more than one group
 - supervising staff, trainees and students on placement
 - assisting in administrative functions.

ROLES

- In conjunction with the Nominated Supervisor and Educational Leader monitor and provide guidance for the developmental programs and communication of these with families.
- Support other educators to critically reflect on their practices and assist them in setting goals for quality improvement
- Support all educators to demonstrate the Principles and Practices of the Early Years Learning Framework and My Time, Our Place – Framework for School Age Care in Australia.
- Monitor and guide educators to ensure supervision and staffing levels are maintained and communicate promptly and accurately any changes that are required to the Nominated Supervisor.
- Be proactive in problem-solving and finding solutions to issues and communicate these to the Nominated Supervisor.
- Work in collaboration with the Nominated Supervisor to ensure all relevant checklists and forms are completed honestly and promptly as per the Service Policy and Regulatory requirements.
- Take all reasonable measures to ensure all children are protected from harm and hazard, including monitoring the set-up of learning environments, including relevant fall zones and surfacing for climbing equipment.
- Monitor and support others to comply with workplace health and safety requirements including taking all reasonable steps for their own health and safety while at work and taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Monitor child and educator numbers and provide direction to fellow educators to ensure compliance and consistency for children and communicate effectively with the Nominated Supervisor in relation to staffing requirements.
- Support educators to ensure that positive behavior guidance is used at all times.
- Work closely with the Nominated Supervisor to identify areas of change as required and work in a team approach for continual improvement.
- Work with the Nominated Supervisor to manage administrative tasks as requested, which may include, but is not limited to, family accounts, CCMS approved software and the delivery of CCS, fee collection from families, accurate records and reporting of attendance and absences and bookings.
- Conduct centre tours and manage enquiries as per direction from your Nominated Supervisor.
- Facilitate new enrolments and ensure all paperwork and required documents are provided and fully completed prior to the enrolment commencing.



- Work closely with other roles in the service to monitor and support them, including, but not limited to, College administration staff, other College staff and cleaners.
- Coordinate, under the direction of the Nominated Supervisor, centre events, external contractors and communication with families via email, the website, Xplor, newsletters and social media platforms.
- Perform any other task as requested by the Approved Provider, Nominated Supervisor or management representative that is lawful and does not pose a health or safety risk.

I, acknowledge that I have read and understood the position duties described in this Role Accountability and agree to carry out my duties to meet these outcomes to the best of my ability. I acknowledge that I have also been provided with a role of accountability which I agree to carry out. ***To the best of my knowledge, there is no known reason why I would be unable to fulfil these responsibilities.***

I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Role Accountability.

OSHC Assistant Service Manager Name:	<i>Signature:</i>	<i>Date:</i>
OSHC Early Childhood Education and Care Service Manager Name:	<i>Signature:</i>	<i>Date:</i>
Belinda Raine		