Outside School Hours Care (OSHC) Coordinator - Early Learning Centre

Recruitment Information

Location	Brindabella Christian College	**Work Location**	Lyneham, ACT
Reports To	Director of Early Learning Centre/ Deputy Principal - Operations	**Classification**	CCM Enterprise Agreement
Start Date	ASAP	**Employment Basis**	Variable Hours Employment Arrangement. Negotiable. (Term-time part-time with full-time school holiday coverage)
Position Purpose	The OSHC Coordinator leads the school's exceeding rated After School Care, and Vacation Care programs, providing a safe, engaging, and Christ-centred environment for children.		

Position Overview:

Brindabella Christian College, Early Learning Centre is seeking an enthusiastic, organised, and passionate Outside School Hours Care (OSHC) Coordinator to lead our exceeding rated After School Care and Vacation Care programs.

This is an exciting opportunity for an experienced educator and leader to create engaging experiences for school-aged children while mentoring a team and building strong relationships with families, staff, and the wider school community.

The coordinator models Christian values, fosters positive relationships with children and families, and leads a high-quality service aligned with the school's mission, vision, and educational philosophy.

About the Role

As the OSHC Coordinator, you will:

- Lead the daily operation of the OSHC and Vacation Care programs.
- Develop and implement engaging programs in line with the My Time, Our Place Framework.
- Ensure compliance with the National Quality Framework (NQF) and all regulatory requirements.
- Supervise, mentor and support a team of educators.
- Foster positive relationships with children, families, school staff and the broader community.
- Oversee administration, enrolments, rostering and resource management.
- Maintain a safe, inclusive and welcoming environment for all children.
- Support continuous improvement and quality outcomes across the service.

Essential Qualifications and Requirements

- Diploma of School Age Education and Care (CHC50225) or equivalent approved qualification, or willingness to work towards this qualification.
- Current Working with Vulnerable People (WWVP) registration.
- Current First Aid Certificate (HLTAID012 or equivalent).
- Current Asthma and Anaphylaxis Management training.
- Knowledge and understanding of the National Quality Framework and My Time, Our Place.
- Demonstrated experience working with school-aged children.
- Strong leadership, communication and organisational skills.
- Ability to work collaboratively within a Christian school environment.

Desirable

- Previous experience coordinating an OSHC, Vacation Care or school-age care program.
- Experience in staff supervision and compliance management.
- Understanding of budgeting and administrative processes.

Application Process:

Applicants for the advertised position at Brindabella Christian College are required to complete the CCM Employment Expression of Interest Form found on the BCC website.