



OSHC Coordinator/Group Leader – Permanent part-time

Commencing May 2025

The Southport School is a leading Anglican School for boys and offers an OSHC program as part of its Long Day Care service. This is an exciting extension of the school's well-established and highly regarded educational program. TSS is very proud of its dedicated team who understand the special ways in which boys learn and who carefully nurture authentic relationships based upon mutual respect and genuine care.

We are currently seeking an experienced Coordinator/Group Leader qualified Early Childhood Educator to work alongside the Director of Preschool to Coordinate our OSHC and vacation care program for boys aged 4-12 years and who is available for the following shifts:

- **Term Time:**
OSHC Weekday shifts (total 33 hours per week)
7am – 9am Monday, Tuesday, Wednesday, Thursday, Friday
2pm – 6pm Monday, Tuesday, Wednesday, Thursday, Friday
Covering Specialist lessons
9am – 10.30am Tuesday and Thursday
- **Vacation Care:** Monday to Friday, school holidays (38 hours per week)
7am – 3pm or 10am – 6pm depending on the roster.

We are seeking candidates who are self-motivated and can deploy effective consultative, interpersonal, and supervisory skills in developing and delivering the OSHC program. This role will require candidates to have experience interacting with groups of children from 4 – 12 years of age in a positive, sensitive, and respectful manner. Importantly we would love to hear from candidates who have the:

- Ability to plan, develop, implement, and evaluate developmentally appropriate programs and documentation.
- Have strong skills in guiding a team and supporting children with their behavioural needs.
- Possess the ability to handle and respond to unforeseen accidents, incidents, and emergencies.
- Act professionally towards resolution of any conflict that may arise.
- Have a solid knowledge and understanding of the National Quality Framework, My Time Our Place and the Education and Care National Regulations and Act
- Possess great verbal and written communication skills.
- Well-developed emotional intelligence to be able to remain calm and always composed.
- Ability to positively build effective working relationships with stakeholders.
- Strong working knowledge of Xplor is essential.

This is a permanent position offering sick and annual leave accruals as well as access to our wonderful school facilities and wellbeing programs. If you are seeking an opportunity to work in a recognised 'exceeding' program and venue, and love to be busy, and part of a wonderful team environment, then contact us.

Candidates must hold a current Blue Card, and a Diploma of Early Childhood Education and Care or higher. Applicants must hold a current first-aid certificate including CPR. A National Criminal History Check is also required. Only applications submitted online will be considered and should include a cover letter and an updated resume. Please feel free to contact the Director of Preschool Karen.Humphreys@tss.qld.edu.au or 5531 9911 with any queries.

Applications will close on Friday, 9th May at 9am. Please apply via the link below

[Employee OSHC Coordinator/Group Leader Application Form](#)

Applications should be direct to:

People and Culture Manager
The Southport School
2 Winchester Street
Southport, QLD 4215