

Information for Applicants

Qualified Casual OSHC Worker

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

OSHC Worker

- ESO Grade 2 – OSHC Stream
- Casual Position
- Commencing as soon as possible
- Service hours:
 - Before School Care – Monday to Friday (7:00–9:00am)
 - After School Care – Monday (2:00–6:00pm) and Tuesday to Friday (2:45–6:00pm)
 - Vacation Care operates from 8:00am–6:00pm the week before the start of the school year as well as during the Term 1, 2 and 3 school holidays, student-free days, early finishes and for two weeks immediately following the last school day of the year in Term 4. Either a morning or afternoon shift is available for OSHC casual workers.
- Hourly pay rate: \$43.98 (Junior rates apply for Under 20-year-olds)

Eligible Qualifications

- To be able to work in OSHC, you must have an approved qualification as per the ACECQA Approved Qualifications For Educators Working With Over Preschool Age Children document – *please see the table on the following pages.*

Application

Your application should include the following:

1. A cover letter
2. Your Curriculum Vitae, which provides details of your qualifications and/or experience as well as three recent referees.
3. Employment Declaration – Please ensure that you also complete the [CESA Employment Declaration Form](#) and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal

Applications close on Wednesday 17 June 2026 at 9:00am.

APPROVED QUALIFICATIONS FOR EDUCATORS WORKING WITH OVER PRESCHOOL AGE CHILDREN

The qualifications on this list have been published in accordance with regulation 137(2)(c) of the Education and Care Services National Regulations. There is no national list of prescribed qualifications for educators working with children over preschool age. Each state/territory determines the qualification requirements for 'over preschool age' educators in their jurisdictions.

Qualification Name	Jurisdiction	Notes (if applicable)
Any other qualification that would enable an applicant to register as a teacher in South Australia	SA	
Bachelor of Applied Science (Human Movement and Health Studies)	SA	
Bachelor of Children's Services (Charles Darwin)	SA	
Bachelor of Disability and Community Rehabilitation	SA	
Bachelor of Education - Early Childhood, Junior Primary or Primary	SA	
Bachelor of Education - Secondary	SA	
Bachelor of Education - Middle School	SA	
Students who have successfully completed two years of a four year undergraduate teaching qualification listed above for South Australia.	SA	Applicants must have evidence of successful completion of two years study, and be able to demonstrate that he or she is continuing to study for that qualification.
Bachelor of Psychology	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children
Bachelor of Social Science (Human Services)	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children
Bachelor of Social Science (Human Services) Child Care	SA	
Bachelor of Social Work	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children
Bachelor of Sport and Recreation	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children
Diploma of Community Development	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children
Diploma of Disability	SA	Only acceptable if applicant can prove two years experience working with five to twelve year old children and are working in a specialised service catering for children with disabilities
Diploma of Education Support	SA	
Diploma of Leisure and Health	SA	
Diploma of Teaching	SA	
Diploma of Youth Work	SA	
Graduate Diploma of Social Science	SA	
Advanced Certificate in Child Care	SA	People holding these qualifications must demonstrate that they have held a qualified OSHC position in the last two years.
Advanced Diploma of Children's Services	SA	
Advanced Diploma of Community Services (Children's Services)	SA	
Advanced Diploma of Community Services Management	SA	
Associate Diploma in Social Science (Child Care)	SA	
Certificate in Child Care (1976-1980)	SA	People holding these qualifications must demonstrate that they have held a qualified OSHC position in the last two years.
Diploma of Children's Services	SA	
Diploma of Children's Services (Early Childhood Education and Care)	SA	
Diploma of Children's Services (Out of School Hours Care)	SA	
Diploma of Community Services (Child Care)	SA	
Diploma of Community Services (Children's Services)	SA	
Diploma of Community Services (Management)	SA	
Diploma of Early Childhood Education and Care (CHC50113/CHC50121)	SA	
Diploma of Out of School Hours Care	SA	
Diploma of School Age Education and Care (CHC50213/CHC50221)	SA	

Position Information Document

Qualified Casual OSHC Worker

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world of the future.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The OSHC Worker will work with the OSHC Director and OSHC Assistant Directors to ensure the operational functioning of the OSHC Service.

The OSHC Worker will work as part of a team to provide a safe, healthy and stimulating environment for children at St Aloysius College.

Position Details

Position Title: OSHC Casual Worker – Qualified

Key Working Relationships: Direct Line Manager: Director of Out of School Hours Care
Accountable to: Principal
Out of School Hours Care Assistant Directors
OSHC Casual Workers
Students and Families

Standard Hours of Work: Hours per week: Casual Weeks per year: Casual
During School Terms: OSHC Opening hours
Monday to Friday 7.00 – 9.00am and 2:45 – 6.00pm
Vacation Care: to be negotiated with the OSHC Director

Position Classification: Education Support Officer – OSHC Stream
Grade: 2 (Qualified)

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position.

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Work with the OSHC Director and OSHC Assistant Directors to deliver quality Out of School Hours Care

In accordance with the OSHC Service's philosophy, policies and procedures:

- Implementation of the OSHC program and daily routines as directed
- Provide a safe, healthy and stimulating environment for children, offering individual support and comfort when required
- Work collaboratively and effectively with other team members to ensure the inclusion, support and care of all children
- Work with individual and groups of children in a fun, respectful and sensitive manner
- Assist in the preparation, implementation and evaluation of programs for individual children and groups
- Record observations of individual children for program planning purposes.
- Support the service in attaining and maintaining OSHC Quality Assurance
- Work in accordance with OSHC National Standards for South Australia
- Work in accordance with Food and Safety regulations
- Assist children with personal hygiene where needed
- Report any hazard to the Director and assist as directed
- Actively participate in regular performance reviews and undertake training and professional development activities as required

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Effectively communicate with both children and adults
- Provide supervision to children and interact with them in a positive, sensitive and respectful manner
- Ability to work with individual children with particular needs
- Ability to work autonomously and within a team environment
- Be resourceful, flexible and self-motivated to work independently
- Possess effective time management skills
- Be punctual and reliable
- Ability to communicate with parents/caregivers in a sensitive, supportive and professional manner
- Facility to use initiative and common sense
- Ability to maintain confidentiality
- Ability to accept direction and supervision
- Can review personal performance and adjust appropriately

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of the responsibilities of the employer and employee under WHS Legislation
- Knowledge of current government regulations and compliances relating to OSHC
- Knowledge of centre policies, procedures and philosophy
- Knowledge of current childcare practices

Experience/Qualifications/Training

- An approved qualification for educators working with over preschool age children in accordance with regulation 137(2)(c) of the Education and Care Services National Regulations. (Refer ACECQA website <https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services>)
- Current First Aid Certificate
- Current Responding to Abuse and Neglect Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening & Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- A qualified OSHC worker Grade 2 will have the capacity where required to act as the responsible person for short periods of absence of the OSHC Director
- There is a requirement to participate in an annual performance review
- Willingness to perform any other duties as required from time to time by the Principal

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: February 2025