

Responsible Person

Position Vacant

About Us

Northwest Community Childcare is an established and growing Not-For-Profit, community focused business providing Outside of School Hours Care in the Northwest of Sydney. We have a fun-loving and collaborative culture with our ULTRA company values being the centre of who we are.

The Position

You will be assisting in overseeing the daily operations of our OSHC services, under the guidance of the Nominated Supervisor.

- Delegation of duties to staff
- Support and care of children
- You will oversee the implementation, evaluation and documentation of the program
- Developing and maintaining strong and lasting relationships with staff, families and the school.

Some Details

- Permanent Part-Time position
- Uniforms and laundry allowance provided
- We value progression and education - supporting ongoing professional growth and development
- Split shifts on some days for a work-life balance.

About You

Success will require you to be able to demonstrate the following characteristics or achievements:

- Hold a Cert III, IV or Diploma in Children's Services (desirable)
- Experience as a Responsible Person in an OSHC service
- Strong organisational skills with attention to detail
- You have a working knowledge of the 'My Time, Our Place' learning framework
- You hold current First Aid, Asthma and Anaphylaxis management certificates
- You have a current Working with Children Check
- You are able to demonstrate a commitment to the values of NWCC
- You are fully vaccinated from COVID-19

How to Apply

Please send your resume with a cover letter addressing how you believe you meet the above selection criteria to noel@nwcm.com.au

We look forward to hearing from you!