

CAMPBELLTOWN
ANGLICAN SCHOOLS

Position Profile

OSHC Assistant

Casual Position

BROUGHTON ANGLICAN COLLEGE
Life Through Christ

ST PETER'S Heart

ST PETER'S ANGLICAN GRAMMAR
Life Through Christ

OSHC Assistant

OSHC Assistant

Applications are invited for the casual position of OSHC Assistant for Campbelltown Anglican Schools.

Campbelltown Anglican School Council

Campbelltown Anglican Schools Council delivers Christian Education to 1,800 students from the Macarthur community through St Peter's Anglican Grammar, St Peter's Heart, and Broughton Anglican College.

http://www.stpeters.nsw.edu.au/
http://www.broughton.nsw.edu.au/

Vision

We strive to equip our students for a life through Christ and a courageous engagement in our world through the wisdom that comes from our Christ-centred, academically rigorous, biblically informed and student-focussed education.

Mission

Our mission is to provide a Christ-centred, academically rigorous and biblically informed education that nurtures students in faith, knowledge, wisdom and character.

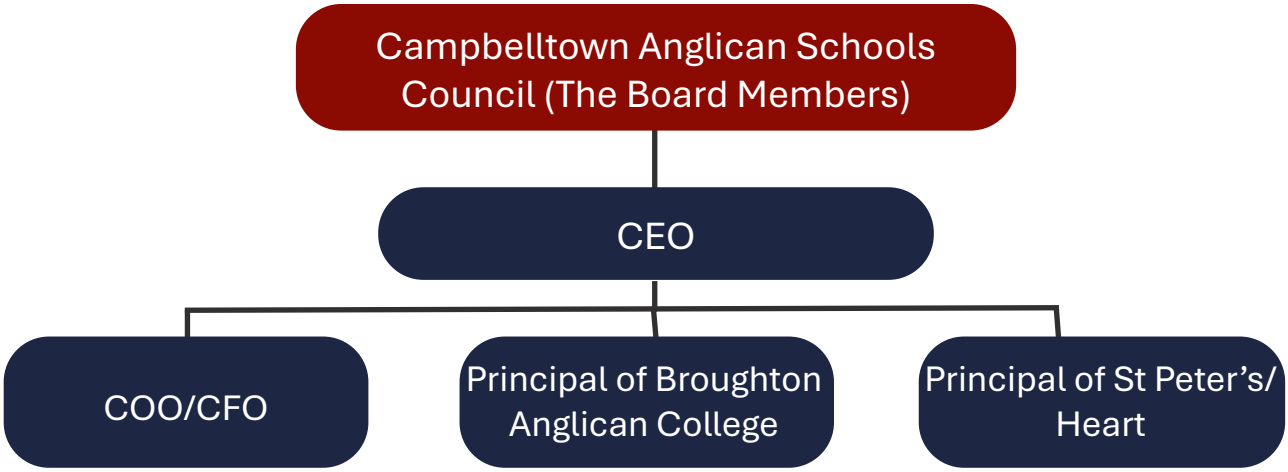
Central Services

Central Services is the business unit of Campbelltown Anglican Schools Council which is responsible for the provision of business support services to the schools.

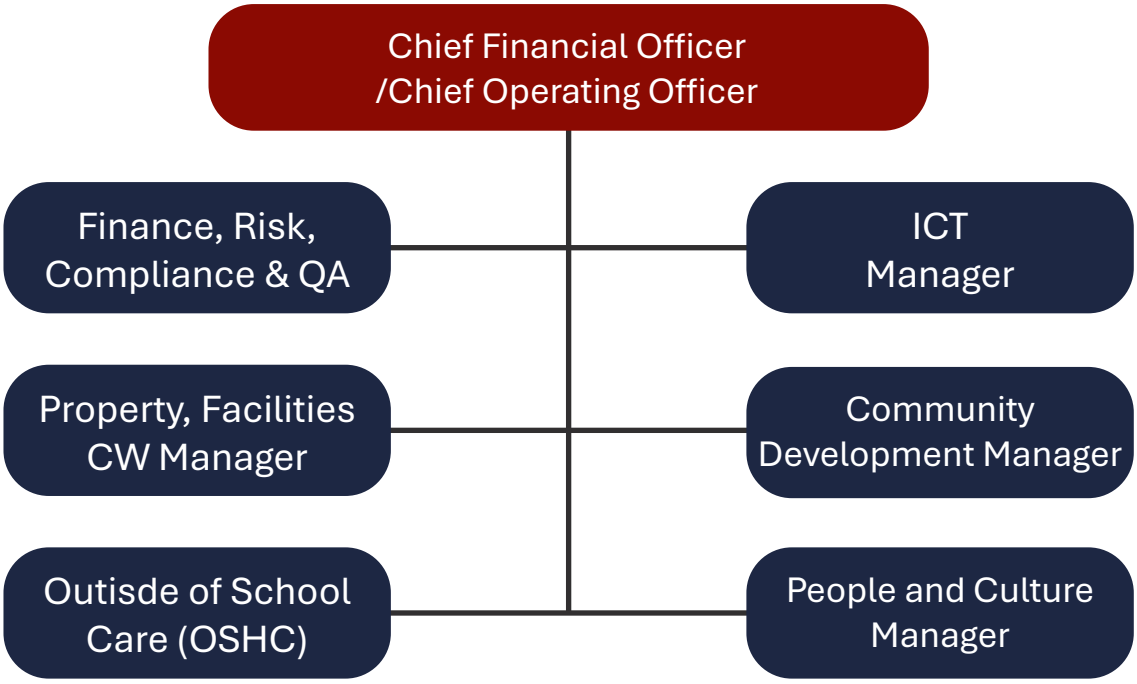
Central Services Functions

1. Governance Secretariat
2. Strategic Direction and Leadership
3. Mentoring and Support
4. Financial Leadership and Management
5. School Improvement
6. Property and Facilities
7. People and Culture
8. Risk Management
9. ICT Services
10. Communications, Events and Marketing
11. OSHC Services

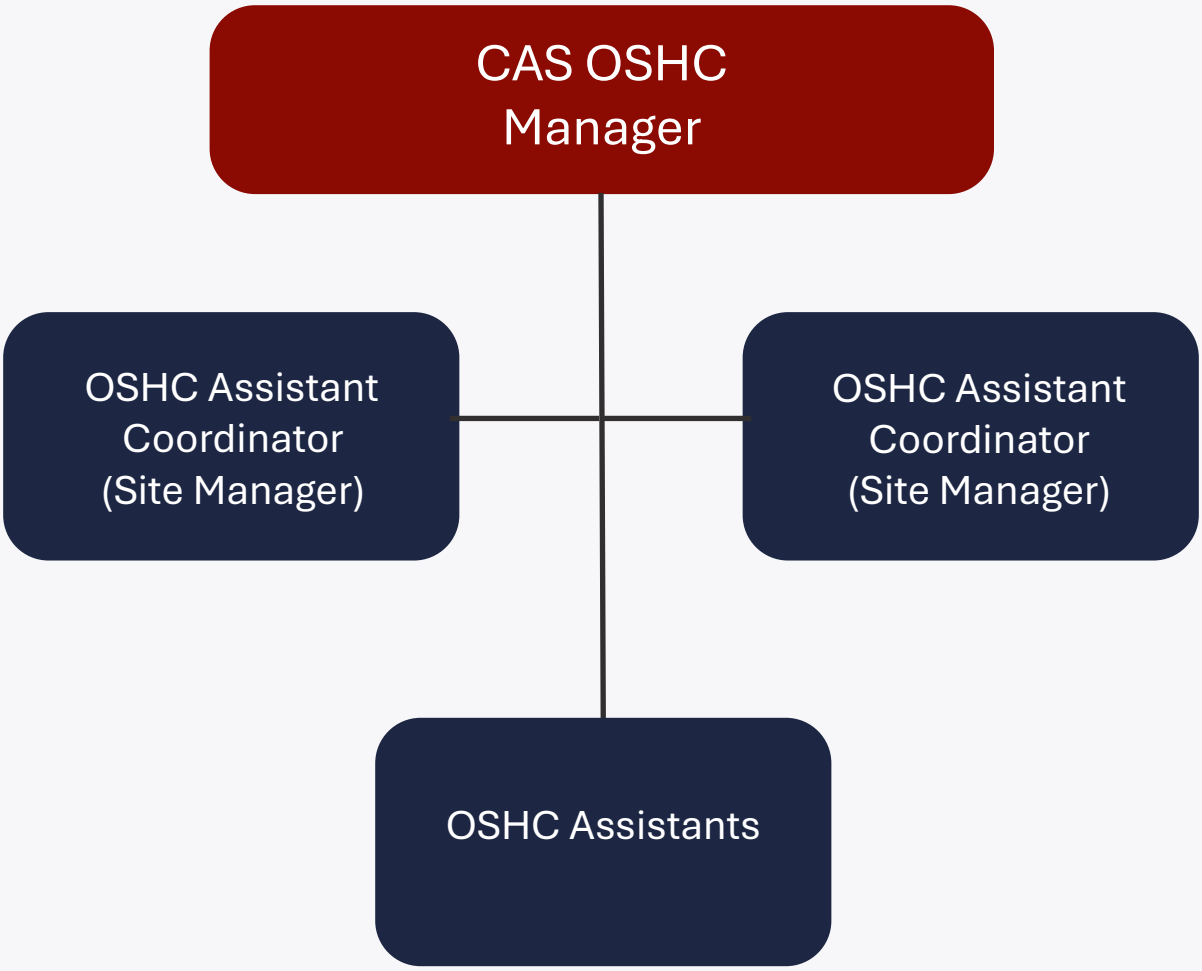
Organisation Structure



Central Services Structure



Outside of School Hours Care



OSHC Assistant

Position / Duties Description

Responsible to: Chief Operating Officer / Chief Financial Officer (COO / CFO)
Effective Date: May 2026

Main Objective:
The main objective of the OSHC Assistant is to support the Campbelltown Anglican Schools (CAS) community in providing a quality out of school hours care service for students and families.

The position will required the successful candidate to work in partnership with the OSHC team, students and families by providing an engaging, safe and caring environment for Before and After School Care.

The OSHC Assistant reports to the CAS OSHC Manager.

FTE:	Casual
Hours:	Before and After School Care Hours during term time:
STP -	Monday - Friday 6.45am - 9.30am and 1.00pm - 6.00pm
BAC -	Monday - Friday 6.30am - 9.30am and 2.00pm - 6.30pm
	Vacation Care (non-term time), the working hours will be compacted.
Award:	Independent Schools (NSW) (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025



OSHC Assistant

Major Responsibilities

The responsibilities of the OSHC Assistant include assisting the CAS OSHC Manager in maintaining the operation of OSHC with a high and consistent standard of service.

Child Safety as a Core Responsibility

Child safety is a core responsibility of every role at Campbelltown Anglican Schools (CAS). All employees and volunteers are required to actively support the safety, wellbeing and rights of children and young people.

The expected behaviours of working at CAS include consistently demonstrating child-safe practices, maintaining professional boundaries, and acting in ways that promote a safe, respectful and inclusive environment for all students. Staff are expected to model appropriate behaviour, treat children with dignity and respect, and take all concerns seriously.

Employees must understand and meet their child safety responsibilities. This includes recognising when child-safe behaviours are not being upheld, complying with mandatory reporting obligations, and following all relevant legislation, policies and procedures related to child safety.

Each role at CAS requires staff to actively uphold and maintain a child-safe environment. Staff are expected to identify risks of harm, respond appropriately to concerns, and report any suspected or actual harm promptly through the approved reporting processes.

Safeguarding children is a shared and fundamental responsibility for all staff and volunteers and is central to how we work.

Mandatory Training

Employees must complete all mandatory training relevant to their role and ensure it remains current, whether required by law or directed by CAS as a condition of employment.

Duties include:

General Duties

- Professionally representing Campbelltown Anglican Schools (CAS) in personal presentation, mannerisms and Christ-like service
- Operating with a high and consistent standard of service
- Working within the CAS framework at all times
- Participating in the Christian Life of CAS and participating in the wider life of the Campbelltown Anglican Schools
- Ensuring that all risks are minimised and assessed, this may include completing risk assessments
- Taking reasonable care for the health and safety of all people who may be affected by the employee's
- acts or omissions at work and carrying out reasonable emergency duties, as required
- Employee must comply with National Quality Standards, Early Childhood Education and Care Laws and Regulations and other requirements of our compliance.
- Working within the 'My Time Our Place' and National Quality Frameworks
- Complying with all directions of the CAS OSHC Manager or delegated authority
- Developing and maintain effective teamwork relationships with all team members, students and
- visitors
- Ensuring pastoral, spiritual, emotional and physical needs of all children in care are met
- Ensuring that parents feel confident in leaving their children at OSHC
- Assisting with the accurate recording and relevant observations of the children to support future
- planning
- Following directions to promote inclusion and participation in all children

Other

- This list of key responsibilities is not exhaustive and is subject to change with the changing needs of CAS. There is an expectation that the OSHC Assistant will undertake other duties from time to time as directed by the COO/CFO or OSHC Coordinator.

OSHC Assistant

Selection Criteria:

The OSHC Assistant should have:

Exceptional Interpersonal, Organisational and Communication Skills:

- Highly developed communication and interpersonal skills with the ability to work collaboratively
- and build positive relationships with students, staff and parents
- Well organised with a flexible approach and “can do” attitude
- Reliable, enthusiastic, flexible with a willingness to learn
- Demonstrated commitment to ongoing professional growth & learning

Experience and Qualifications

- Demonstrated experience working collaborative in a team environment
- Demonstrated experience in understanding of inclusion and implementing inclusive programmes
- to support positive behaviour
- Experience in the education and care of children

Pastoral Care

- A genuinely caring and respectful approach that nurtures students’ strengths and interests to help them achieve their personal best

Christian Faith

- Are a committed Christian, who is active in the life of a bible-based Evangelical Church



OSHC Assistant

How to Apply:

Applicants are asked to provide the following information to support their application:

- a cover letter / email
- information addressing the selection criteria and duties description
- resume / CV
- at least three professional references or referee contact details, one of whom should be the Senior Minister of the Christian community you serve within who can support your application.
- a statement of personal Christian faith and character including Church involvement.
- current Photo ID

The successful applicant will be asked to provide a NSW Working with Children's Check number to allow CASC to undertake the verification of the applicant's Working with Children's Check status prior to a final offer of appointment being made.

Applications should be received by the COO/CFO via this **application form.**

Applications will be considered as they are received. CAS has the right and discretion to interview and appoint an applicant as OSHC Assistant at any time.

For further information contact Lana Schwigtenberg at peopleandculture@casc.nsw.edu.au