

Before/After School Care Worker Job Description

A comprehensive job description template
for Australian OSHC services

Service Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and early childhood education practices at the time of publication. You should review and tailor this template to suit your service, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Before/After School Care Worker / OSHC Educator / School Age Care Worker

1.2 Position Summary

The Before/After School Care Worker supervises and engages school-aged children (typically 5-12 years) before school and after school hours in an outside school hours care (OSHC) setting. This role involves planning and implementing age-appropriate activities, providing homework support, preparing and serving snacks, and maintaining a safe, stimulating environment where children can play, learn and socialize.

The position requires energy, creativity and flexibility to work split shifts (mornings and afternoons during school terms). OSHC educators create welcoming environments, build positive relationships with children and families, manage group dynamics, follow service policies and support children's developmental needs through recreational and educational activities.

1.3 Reporting Structure

This position reports to:

- OSHC Coordinator / Program Manager
- Service Director / Nominated Supervisor

1.4 Employment Type

This position is available as:

- Casual (variable shifts based on attendance)
- Part-time (regular rostered split shifts)

2. Key Responsibilities

2.1 Child Supervision and Safety

- Supervise children aged 5-12 years during before school and after school sessions
- Maintain appropriate child-to-educator ratios at all times
- Monitor children during indoor and outdoor play activities
- Ensure children remain within designated safe areas
- Manage group behavior and maintain a calm, respectful environment
- Respond to injuries, incidents and conflicts appropriately
- Follow emergency procedures and evacuation protocols

2.2 Activity Planning and Coordination

- Plan and run age-appropriate games, crafts, sports and creative activities

- Set up activity stations and prepare materials
- Facilitate both structured activities and free play
- Encourage participation and inclusion of all children
- Adapt activities for different ages and abilities
- Support children's interests and developmental needs
- Pack away and store equipment safely

2.3 Homework Support

- Provide a quiet space for children to complete homework
- Assist children with homework when needed
- Encourage time management and independent work habits
- Liaise with parents about homework completion

2.4 Food Preparation and Service

- Prepare and serve healthy breakfast and afternoon tea snacks
- Follow food safety and hygiene procedures
- Accommodate dietary requirements and allergies
- Supervise children during meal and snack times
- Clean and maintain kitchen areas
- Monitor food stock and advise coordinator when supplies are low

2.5 Attendance and Administration

- Complete sign-in/sign-out procedures for each child
- Maintain accurate attendance records
- Check children are collected by authorized persons only
- Follow late collection procedures
- Record incidents, accidents and observations
- Complete required documentation and reports

2.6 Parent and Family Communication

- Greet parents and children warmly at drop-off and pick-up
- Share information about children's activities and wellbeing
- Respond to parent questions and concerns professionally
- Report incidents or concerns to coordinator before parents collect children
- Build positive relationships with families
- Maintain confidentiality regarding children and families

2.7 Service Operations

- Set up and pack down spaces before and after each session
- Maintain clean, organized and safe environments
- Conduct safety checks of equipment and play areas
- Follow service policies, procedures and risk assessments
- Participate in staff meetings and professional development
- Support service compliance with National Quality Standards

3. Required Skills and Attributes

3.1 Essential Skills

Energy and Enthusiasm

High energy levels to keep up with active school-aged children. Enthusiasm for games, sports and creative activities. Ability to engage children in play and maintain their interest. Positive, fun approach to working with children.

Behaviour Management

Ability to manage group dynamics and individual behaviors. Clear communication of expectations and boundaries. Positive behavior guidance strategies. Calm approach to resolving conflicts between children. Understanding of age-appropriate behavior expectations.

Flexibility and Adaptability

Willingness to work split shifts (early mornings and late afternoons). Ability to adapt to changing group sizes and needs. Flexibility to cover different shifts during school holidays. Comfortable working in varied weather conditions for outdoor activities.

Communication Skills

Clear communication with children at various developmental levels. Professional interaction with parents during busy drop-off and pick-up times. Effective teamwork with other educators. Written skills for documentation and reporting.

3.2 Personal Attributes

- Patient and calm demeanor
- Creative and resourceful
- Reliable and punctual for split shift timing
- Organized and able to multitask
- Team player who collaborates well
- Safety conscious and vigilant
- Respectful of diverse families and cultures
- Professional and maintains confidentiality
- Physically active and enjoys outdoor play
- Genuine interest in child development

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Working with Children Check (current and valid in relevant state/territory)
- National Police Check (no older than 6 months)
- Current First Aid certificate (including asthma and anaphylaxis management)
- Eligibility to work in Australia (visa or citizenship)
- Physical fitness for active work with children
- Availability for split shift hours (mornings and afternoons)

4.2 Desirable Qualifications

- Certificate III in Early Childhood Education and Care
- Certificate III in School Age Education and Care
- Diploma of Early Childhood Education and Care
- Experience working with school-aged children (5-12 years)
- Experience in OSHC or vacation care settings
- Child development or education studies
- Sports coaching or recreation qualifications

4.3 Experience

Entry-level positions are available for candidates with Working with Children Checks and First Aid certificates. Training will be provided in service procedures, National Quality Standards, behavior guidance strategies and activity planning. Experience with school-aged children through OSHC, recreation programs, sports coaching or family work is highly regarded.

5. Working Conditions

5.1 Hours of Work

- Split shift work - before school (typically 6:30-9:00am) and after school (3:00-6:00pm)
- Work primarily during school term time (approximately 40 weeks per year)
- Vacation care opportunities during school holidays (full day shifts)
- Monday to Friday (some services operate pupil-free days)
- Additional hours available for planning and meetings
- Hours vary with school attendance patterns

5.2 Physical Requirements

- Active participation in games, sports and physical activities
- Standing, sitting on floor, kneeling and moving throughout spaces

- Supervising outdoor play in all weather conditions
- Lifting and carrying equipment, furniture and supplies
- Energy and stamina for active work with children
- Quick responses to children's needs and incidents

5.3 Work Environment

- Located on or adjacent to school grounds
- Indoor spaces (halls, classrooms, multipurpose rooms)
- Outdoor play areas (playgrounds, ovals, courts)
- Working with groups of 10-40 children depending on service size
- Team environment with other educators
- Moderate noise levels from children at play
- Interaction with school staff and parents

5.4 Uniform and Presentation

- Service uniform or branded polo shirt (if provided)
- Comfortable, practical clothing suitable for active play
- Closed-toe athletic or sports shoes (required for safety)
- Sun protection (hat, sunscreen) for outdoor supervision
- Name badge or identification
- Professional appearance and hygiene

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Children's Services Award 2010 (MA000120). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in children's services including outside school hours care.

6.2 Classification Level

OSHC educators are generally classified under the award as:

- Level 2: School age care employee without relevant qualifications performing duties under direction
- Level 3: School age care employee with Certificate III or equivalent qualification

The specific classification level will be determined based on qualifications held and duties performed.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Before 7am and after 6pm: Additional loading applies

- Saturday: 150% of base rate
- Sunday: 175% of base rate
- Public holidays: 250% of base rate

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Children's Services Award 2010 for current rates, allowances and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for every shift (punctuality is critical for children's safety)
- Notify coordinator immediately if unable to attend shift
- Maintain confidentiality regarding children, families and service operations
- Follow all service policies, procedures and risk assessments
- Represent the service professionally at all times
- Participate actively in team meetings and professional development

7.2 Child Safety Standards

- Maintain visual supervision of all children at all times
- Never leave children unsupervised
- Follow child protection policies and mandatory reporting obligations
- Respond immediately to incidents, accidents or concerns
- Create safe environments free from hazards
- Implement positive behavior guidance (no physical punishment)

7.3 Quality Care Expectations

- Build warm, respectful relationships with all children
- Encourage participation and inclusion
- Support children's independence and decision-making
- Create fun, engaging activities that children enjoy
- Respect children's individual needs, interests and backgrounds
- Promote positive social interactions and friendships

7.4 Team Collaboration

- Work cooperatively with other educators and coordinator
- Share information during shift handovers
- Contribute ideas for activities and improvements
- Support team members during busy periods
- Communicate concerns or issues promptly to coordinator

- Participate in planning and reflection sessions

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work and volunteer experience with children
- Cover letter outlining interest in working with school-aged children
- Copy of Working with Children Check
- Copy of National Police Check (within 6 months)
- Copy of First Aid certificate (including asthma and anaphylaxis)
- Copies of relevant qualifications (Certificate III, Diploma, etc.)
- Contact details for at least two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with coordinator or service director
- Verification of Working with Children Check and police check
- Reference checks with previous employers or referees
- Trial shift or observation visit to the service (if applicable)
- Service orientation and induction training

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We particularly encourage male applicants to apply to provide positive role models for children.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the service.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____