



Assistant Supervisor – Outside of School Hours (OOSH)

Section: Community Services

Salary point: 7

Position numbers: PSC217, PSC219, PSC1001, PSC1002, PSC1003, PSC1004, PSC1103, PSC1104, PSC1193, PSC1194, PSC1195

Last updated: October 2026

Position objectives

To assist the Nominated Supervisor in the delivery of a high quality OOSH service.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Deliver education and care for children enrolled in the OOSH service
- Assist the Nominated Supervisor to ensure the service is compliant with the relevant Acts, Regulations, PSC and service policies and procedures and all applicable service level requirements
- Ensure the safety and well-being of children in care
- Assist in the planning, implementation and evaluation of an educational program guided by the My Time Our Place Learning Curriculum
- Contribute to the implementation and review of all policies and processes
- Undertake training to develop and maintain knowledge of current Best Practice in the sector and maintain required qualifications.
- Contribute to the Self-Assessment and continuous improvement process
- Assist with the general administration tasks associated with service operations
- Assist with the maintenance of the premises and equipment

- Actively participate in team meetings, relevant professional development and activities
- Capacity and willingness to consent to be the "Responsible Person" of any Thrive Kids OOSH, as a person in day-to-day charge of the service, when the Supervisor is not on-site

Key accountabilities

Work as part of a team and support compliance with all relevant Acts, Regulations, PSC and service policies and procedures.

Ensure documentation is completed to the required standards and within the appropriate timeframes, in accordance with Acts, Regulations, PSC and service policies and procedures.

Extent of authority

Work in accordance with established principles and guidelines under the general guidance of the Nominated Supervisor.

Judgement and decision making

This position involves the performance of tasks governed by established procedures and specific guidelines. Sound judgment and initiative are required in the absence of direct supervision. The Assistant Supervisor interprets well-established procedures, precedents and guidelines.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Demonstrated knowledge of, and ability to support compliance with the relevant Acts, Regulations, PSC and service policies and procedures
- Completion of all documentation to the required standards within the appropriate timeframes in accordance with Acts, Regulations, PSC policies and procedures.
- Conduct that demonstrates Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Commitment to learning and understanding of the Australian Business Excellence philosophy
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales

Interpersonal

- Demonstrated initiative, flexibility and adaptability
- Open and friendly communication style
- Ability to listen and follow verbal instructions
- Time management skills with the ability to work on multiple tasks

Qualifications and experience

- Certificate III or equivalent in Children Services, Education or related field
- Previous experience working with Children in any industry or related field
- Current approved First Aid in an Education and Care setting and Child Protection Awareness Training qualifications and CPR certification
- Current Working With Children Check and National Police Check
- Demonstrated computer literacy

Capability Framework level: Intermediate

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date