



Casual Support Educator – Outside of School Hours (OOSH)

Section: Community Services

Salary point: 6

Position number: Various

Last updated: June 2026

Position objectives

To assist the service team in the delivery of a high quality Outside of School Hours (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

- Supporting the delivery of education and care for children enrolled in the OOSH service
- Assist the Service team 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 evaluation of an educational program guided by the My Time Our Place Learning Curriculum
- 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

Key accountabilities

Work as part of a team and support compliance with 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

Works in accordance with established principles and guidelines under the general guidance of the Responsible Person.

Judgement and decision making

This position requires the application of basic judgement within established procedures and guidelines.

The Casual Support Educator OOSH interprets well-established practices to complete routine tasks and supports children's needs, while escalating issues, concerns or complex matters to the Nominated Supervisor.

Work is closely supervised, providing opportunities to develop decision-making skills in a professional childcare environment

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.
- Ability to complete all documentation to the required standards and within the appropriate timeframes, in accordance with Acts, Regulations, PSC and service policies and procedures
- Conduct that demonstrates Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Understanding of the Australian Business Excellence Philosophy

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

- Willingness to obtain an approved Provide 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 required

- Demonstrated computer literacy

Capability Framework level: Foundational

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