



Coowarra Out Of School Hours Care Services Inc

Staff Selection Policy

POLICY STATEMENT

At Coowarra OOSH, we believe that educators are the most valuable asset to the quality of the centre and that high quality staff are imperative to the smooth running of the centre. We aim to employ the best possible staff for the position through fair advertising and selection process.

PROCEDURE

Qualifications

The Director/Co-ordinator must have:

- Diploma in OOSH or equivalent
- Minimum 2 years experience in OOSH and demonstrated ability to work with children and staff.
- Hold a current First aid certificate including asthma and anaphylaxis training or willing to undergo training to obtain this.
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children.
- Has excellent written and oral communication skills
- An ability to supervise and support staff.
- The ability to work within organisational policy and procedures.
- The ability to review and develop policies and procedures as required.
- The ability to work with the Management committee.
- An interest in professional development and willingness to attend training and conferences.
- Knowledge of the Education and Care services National Law and Regulations.
- The ability to work with Government and other organisations as required.
- Knowledge of the MTOP Framework
- The Co-ordinator will be a minimum of 25 years of age.

The Assistant Co-ordinator must have:

- A minimum of 2 years experience in out of school hours care.
- Hold a Diploma in OOSH or equivalent.
- Hold a current first aid, asthma and anaphylaxis certificate.
- A current working with children check, and comply with current legislation.



Coowarra Out Of School Hours

Care Services Inc

- The ability to work within the guidelines of our organisations policies and procedures.
- An interest in professional development, attending relevant training to support your role.
- A good character, and be a person who can be trusted with providing adequate care for the welfare of the children.
- An interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- The ability to communicate with adults, children and management.
- The ability to supervise, mentor and support staff.
- The ability to work autonomously or as part of a team.
- The ability to maintain the confidentiality of the service, staff, children and their families at all times.
- Knowledge of the Education and Care Service National Law and Regulations
- Knowledge of the My Time Our Place framework and the ability to provide a program that meets this framework.
- The ability to evaluate and reflect on current practises, ensuring experiences are provided to support each child's development
- The ability to work with any relevant Government Departments and/or any other agencies that would support the organisation, staff, children and families.
- Centre Coordinators should be at least 25 years of age and be able to prove that they have the experience and knowledge to coordinate a service in line with current policies and procedures.

Permanent Child Care Assistants

- Must have qualifications of Diploma in OOSH or equivalent. Applicants who are willing to undertake training for qualification or who are already working towards it will be considered for the position.
- Holds a current senior first aid certificate including asthma and anaphylaxis or is willing to undergo training to obtain this.
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children.
- Has an interest and desire to work with children.
- Has an ability to communicate with adults and children.
- The assistant shall be a minimum of 19 years.
- Hold a valid Working With Children Check

Casual Child Care Assistants (educator)

There will be a list of casual staff to ensure the centre is staffed in accordance with service policies.



Coowarra Out Of School Hours Care Services Inc

Recruitment

Selection panel

When a position becomes available the Management will appoint a selection panel to conduct the selection process for assistants. A convenor of the panel will be nominated.

The Committee will:

- Approve the job description and select criteria for the position.
- Determine the method and placement of advertising and place the advertisement including notification of the Working With Children Check.

The interview panel will:

- Ask applicants to consent to screening.
- Short list the applicants.
- Arrange interview questions, date and time.
- Contact the applicants for interview.
- Conduct the interviews.
- Arrange for the Working With Children Check on the preferred applicant.
- Ensure that approval for selected staff person has been approved under WWCC.
- Make a decision on a suitable applicant, which is put before the Management for final approval
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.
- Set date for the commencement of employment and orientation of the new person.
- Prepare letter of employment and contract.

Advertisements

Advertisements shall be placed at least in the local and regional papers or online.

Advertisements are to include:

- Job title.
- Specific employment information, including hours of work.
- Include that Working With Children Check required.
- Applications in writing should include:
 - * contact telephone numbers
 - * resume
 - * minimum of (2) referees at least one a work reference, and full contact details.
- Closing date and postal address for applications.
- Contact name and number where the applicant can obtain more information.



Coowarra Out Of School Hours

Care Services Inc

Interview

- The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.
- The panel shall draw up a list of essential requirements for each answer.
- An appropriate time frame (Approximately 30 minutes) will be allocated to each interview, with a short break between, for discussion
- A nominated person on the selection panel will contact the applicants to determine the time and date of interview.
- Each applicant will be given a copy of the job description and relevant child protection forms before the interview.
- Each applicant will be asked the same questions with their answers recorded.
- The panel can use a rating scale to evaluate each applicant's answers.
- The committee are to discuss each applicant and their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria drawn up by the panel.
- Should the committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.
- The committee will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability.
- Should the applicant decline the position the committee will either make a second choice from the other applicants or if none are seen as suitable re-advertise the position.

Notification

- Applicants will be given an approximate time that they will be contacted regarding their success for the position.
- A person on the selection panel will notify the successful applicant and negotiate a starting date. Preferably offers of employment will not be made until the screening check has been completed. If this is not reasonably practical, the employment is to be offered subject to the check being completed. Applicants are to be notified of this condition.



Coowarra Out Of School Hours

Care Services Inc

- A letter/email of confirmation will be sent to successful applicant requesting acceptance in writing.
- After the appointment has been made and accepted the other applicants will be notified that the position has been filled.
- The selection of casual staff will be the responsibility of the Co-ordinator after approval from the Management Committee.

Equal Employment Opportunities

- All staff positions will be advertised according to Equal Opportunity Legislation.
- No one will be discriminated against on the basis of their cultural background, religion, gender, disability, marital status or income.
- All applicants and referees will be asked the same questions.
- All applicants will be selected according to equal opportunity guidelines.
- Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
All requirement of National Law and Regulations	3.2 Staff qualifications and training. 3.4 Fit and proper persons 2.5.2 First aid facilities and qualifications	- Parent Handbook - Staff Handbook - Equal Opportunities act - Anti discrimination Laws - WWCC legiwslqation

UPDATED AND ENDORSED: January 2023

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