RADFORD COLLEGE

Truth
Compassion
Wisdom

Radford College is an Anglican co-educational day school, committed to fostering global citizens by inspiring students from Pre-K to Year 12 to make good choices, self-regulate and be resilient as the foundations for academic success. The College is located in the suburb of Bruce, in Canberra.

Education Care Services Coordinator
Permanent, full-time, commencing Term 1 2026

Suitably experienced and qualified applicants are invited to apply for this permanent full-time Education Care Services Coordinator position, commencing Term 1 2026.

The opportunity
An exciting opportunity has arisen within the Junior School team for a permanent full-time Education Care Services Administrator/Coordinator to provide administrative support to the Education Care Services (ECS) which includes a Pre-Kindergarten Program and an Outside School Hours Care (OSHC) program that provides before and after school care, as well as School Holiday Programs for school students enrolled in years Pre-K – Year 6.

About the role
The ECS Administrator/Coordinator is responsible for the day to day administration of the Education Care Service at Radford College including being the nominated supervisor of ECS and the first point of contact for students, parents, and visitors. Responsibilities include tasks associated with ensuring Legislative Compliance, Risk Management and Quality Assurance Management.

Working at Radford College
At Radford, we believe that the key to higher performing students is the effectiveness of their teachers, and that the key to effective teachers is the support they receive which enables them to perform their roles. Exhibiting high levels of accuracy, attention to detail and a commitment to providing the best service, the Education Care Services Administrator/Coordinator works conscientiously to support the Head of Junior School to achieve the goal of providing our students with a holistic and inspiring education that enables them to reach their full potential.

Why choose Radford?
As well as supporting and enabling staff to achieve their potential, Radford College offers:

- A vibrant and rewarding place in which to work
- Professional Learning financial support
- Salary Continuance Insurance
- Discounted school fees for eligible employees
- Employee wellbeing initiatives – EAP program, access to gym facilities and group fitness classes
- Generous Superannuation after qualifying period
- Salary Sacrificing
- Excellent resources and grounds
- Free onsite parking

- Electric Vehicle Charging Stations

For further information, please visit the Employment page on our Website.

About you
The successful candidate will have had experience working in the Early Childhood Education sector and display an understanding of the operations required to meet the legislative frameworks with this sector. They will be a confident self-starter who enjoys building relationships with multiple stakeholders both inside and outside of the College, possesses excellent communication skills, has a strong customer-service focus and can be relied upon to work autonomously.

Candidates must:

- Demonstrate the ability to develop and maintain positive and productive relationships with children and adults.
- Demonstrate energy and enthusiasm for working within Education and Care Services.
- A strong understanding and awareness of the National Law and Regulations, NQS and NQF.
- Be technically competent and confident in the MSOffice suite and willing to learn school systems (for example Synergetic)
- Demonstrate a passion for collaborative working as a member of a high-functioning team, with the ability to adapt to changing priorities
- Be energetic, enthusiastic and demonstrate a willingness to grow through the sharing of best practice and professional experience
- Possess excellent communications skills both written and verbal, as well as excellent time management skills
- Commit to the safeguarding and promotion of student welfare
- Be reliable and punctual
- Support Radford's strategic priorities and goals
- Uphold Radford's Values of Truth, Compassion and Wisdom

Qualifications
- Diploma in Early Childhood Education and Care or equivalent qualification approved by the ACECQA or a Diploma or Bachelor Education
- Current Senior First Aid Certificate (HLTAID004), Emergency Asthma Management and Anaphylaxis training
- Working with Vulnerable People Card and Policy Check
- Light Rigid Driver's license or willingness to obtain

How to Apply
Details about this position and how to apply can be found on the Employment section on the College Website http://www.radford.act.edu.au/quick-links/employment/. If you have further enquiries regarding this position, please contact Human Resources at recruitment@radford.act.edu.au.

Applications will be reviewed and **assessed as received** and should be addressed to:

The Principal
email: recruitment@radford.act.edu.au

Applicants will be subject to employment screening and will be required to provide a current ACT Working with Vulnerable People card prior to commencing employment.

RADFORD COLLEGE

DUTY STATEMENT
Education Care Services Coordinator

POSITION ACCOUNTABLE TO	Head of Junior School (delegated Approved Provider)
CLASSIFICATION	Independent Schools ACT (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025 Childcare Worker Level 5 / Director Level 1
KEY RELATIONSHIP Teaching	Assistant Heads of Junior School, Learning and Assistant Head of Junior School, Operations, and Compliance Junior School Administration Team Leader Director Outside School Hours Care

PURPOSE

The Education Care Services Coordinator provides support for the two Education and Care Services operated by Radford College. These are a Pre-Kindergarten Program (Early Learning Centre) and an Outside School Hours Care (OSHC) program that provides before and after school care, as well as School Holiday Programs for students enrolled in years Pre-K – Year 6. The ECS Coordinator also provides support to the Junior School Administration Team Leader and the wider administrative team.

RESPONSIBILITIES

- Daily Attendance for pre-kindergarten.
- Be the day-to-day Responsible Person for the ELC program. While assuming the position of Nominated Supervisor as required.
- Preparing, scanning and logging student records.
- Carrying out receptionist duties, including visitor's register and receiving phone calls as required.
- Work with students in classrooms, while covering scheduled breaks of other ELC/OSHC staff members as required.
- Responsible for day-to-day maintenance of the breaks roster alongside Assistant Head of JS Operations.
- First Aid Officer – including attendance to students in sick bay and administering medications, and ensuring incident, injury and illness records are completed and updated.
- Maintaining Medical forms/records and procedures for administering medication. Ensuring that medical authorisations and management plans are up to date and actioned.
- Supporting, promoting, and assisting in ECS and OSHC functions.
- Reports as required to meet legislative and legal requirements. As well as Medical Plans, Risk Assessments and ECS Policies and Procedures. Ensuring they are current and reflective of our legislative requirements and school policies.
- Liaison with Radford Dance Academy for students involved in the co-curricular dance program.
- Responsibility for food orders ensuring compliance with identified allergens from external providers and Radford Canteen.

- Oversee and organise frequent consultations with families regarding parent engagement, ELC morning tea menu, school-based activities, incursions, excursions, and community events.
- Manage program resources, including purchasing and maintenance, food etc. as required.
- Will be required to attend ELC staff meetings
- Support the wider JS Administration team

LEGISLATIVE COMPLIANCE

- Support the Nominated Supervisor to:
    - Ensure child protection processes are followed,
    - Ensure all staff comply with Work Health and Safety policies and practices and that all incidents/accidents are accurately recorded in a timely manner,
    - Review and develop Education and Care Service (ELC and OSHC) policies, procedures and processes for compliance and best practice.
    - Be aware of Legislative changes and ensure they are communicated to the ECS Team. Updating risk assessments as required.
- Obtain and maintain a Food Handling License.

RISK MANAGEMENT AND QUALITY ASSURANCE

- Support the Nominated Supervisor with:
    - The Quality Assurance process, including documenting the Quality Improvement Plan,
    - Maintaining the ECS compliance checklists,
    - Updating Risk Assessments
- Identify and document hazards and risks, including facility and maintenance requests.
- Scheduling and coordinating quarterly emergency drills.
- Attendance to First Aid as required, including contacting parents if needed and liaising with College Nurse to ensure kits are maintained.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Diploma in Early Childhood Education and Care or equivalent qualification approved by the ACECQA
- Current Senior First Aid Certificate (HLTAID012), Emergency Asthma Management and Anaphylaxis training
- Working with Vulnerable People Card

PERSONAL SKILLS AND ATTRIBUTES

- High level ability to develop and maintain positive and productive relationships with children and adults
- Positive energy and enthusiasm for working within Education and Care Services
- Demonstrated ability to manage competing priorities in a busy work environment
- High level organization skills and attention to detail
- Effective verbal and written communication skills
- Demonstrated ability to act professionally and with diplomacy when faced with difficult situations
- Demonstrated ability to work autonomously and with limited supervision

All Radford College staff must dedicate themselves to upholding our collective values of truth, compassion and wisdom, which forms the ethos and foundations of our College community.

It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.