



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following full time, permanent position:

## **Extended Day Program Manager**

**Commencement Date: February 2018**

The Extended Day Program is a new service being offered by the College to provide students with a safe and supervised environment for after-school activities and study from 3:30pm – 6:00pm.

### **Key criteria:**

- First Aid training (incl. CPR)
- Computer skills. Competent working with e-mail, Microsoft Word, Excel and PowerPoint;
- Flexible with good communication skills. Ability to work as part of a team
- Self-motivated and pro-active
- Ability to create and maintain a safe and supportive environment for adolescent students
- Previous experience as an out-of-school-hours coordinator/manager
- The ability to promote the Catholic ethos and learning culture of the College

**Closing Date: Tuesday, 12 December 2017**

Applications must **include a one page Cover Letter** and a full resume including at least three contactable references, posted or emailed to:

The Principal, Rosebank College – 1A Harris Rd, Five Dock NSW 2046 / [principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au)

For further information about Rosebank College and this position, visit our website:

**[www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)**

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position.  
([www.newcheck.kids.nsw.edu.au](http://www.newcheck.kids.nsw.edu.au))



## **Role Description**

### **Extended Day Program Manager**

#### **Core Role, Purpose and Accountability**

The Extended Day Program Manager is a member of the College's support staff and reports to the Principal through the Assistant Principal. The role exists to manage and administer the Extended Day Program. This is a new role and service being offered by the College to provide students with a safe and supervised environment for after-school activities and study from 3.30pm – 6.00pm.

#### **Role Responsibilities**

##### ***Providing Professional and High Quality Support Services***

- Team leadership in managing coaches, tutors, caterers and other staff involved in the Program;
- Organising afternoon activities for students;
- Maintain student attendance and bookings schedules to ensure student safety and supervision;
- Manage budget for the Program including staff and resources;
- Provide prompt response to parent enquiries;
- Monitor and manage behaviour of students;
- Place students in appropriate activities;
- Organise afternoon tea;

##### ***Contributing to the Service and Professionalism of the Support Staff***

- Demonstrate flexibility and team work;
- Contribute articles to the weekly newsletter;
- Perform other duties as required by the Principal or his/her delegate.

##### ***Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan***

- Develop harmonious relationships with staff and students via daily interactions;
- Uphold the Benedictine value of service to others in the community;
- Provide a standard of service that will support the College's Vision and Mission.

#### **Hours of Work**

2.45pm – 6.30pm

Monday to Wednesday