



SOPHIA
MUNDI

Steiner Education and IB World School

Position Vacant

After School Care Co-ordinator

Commencing Term 1, 2024

Sophia Mundi Steiner School is seeking an enthusiastic person to co-ordinate our small Aftercare Service between the hours of 2:00pm – 6:00pm Monday to Thursday.

In keeping with the ethos of the school, the Aftercare programme provides physical and artistic activities, wholesome food and a warm, home-like atmosphere.

- o Tranquil setting within the beautiful Abbotsford Convent Precinct.
- o Facility licenced for maximum of 15 children.
- o 20 hours per week

Sophia Mundi is a progressive, co-educational inner-city, Steiner school located in the Abbotsford Convent, Melbourne. In P-10 we offer the ACARA approved Steiner National curriculum and in Years 11-12 the IBDP. We are committed to the care, safety and protection of all children attending the school.

The successful applicant will meet the following Essential Requirements for the position:

- o Fully qualified with a Diploma of Children's Services or higher
- o Familiar with and be prepared to implement the National Quality Framework and Child Safe Standards
- o Have an interest to commit to this position for at least 2 years
- o Ability to communicate well with all stakeholders: children, families, teaching and administration staff
- o A love of working with children and demonstrated ability to develop safe and meaningful relationships
- o Have a current Working With Children's Check and a current Police Check (within the last 6 months)
- o Current Certificates - First Aid Certificate, Food Handling, Mandatory Reporting
- o Can demonstrate strong IT Skills - Familiarity with Kidsoft programme is an advantage
- o Interest in or experience with Steiner education

Key Responsibilities:

- o Day to day running of the Aftercare Service including bookings and communication with families and staff
- o Developing a high quality weekly program including healthy food purchase and preparation
- o Developing and implementing a Quality Improvement Plan and reviewing Policies and Procedures
- o Developing a Strategic Inclusion Plan for funding in collaboration with the Victorian Inclusion Agency
- o Keeping a tidy and well organised shared space

Please forward applications to the HR Manager, Dilys Hannaford:

dilys.hannaford@sophiamundi.vic.edu.au

Applications close **Monday, 29 January 2024**



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