



OUT OF SCHOOLS' Manager

Porepunkah Primary School is looking for its next, outstanding 'Out of School Hours', Manager.

The Manager will be responsible for:

- Co-ordination of an already, well established staff team (including-Rosters, staff meetings, pay slips & overall day to day management)
- Overseeing Before, After and Vacation care Programs
- Planning educational programs and excursions
- Finances, bookings & admin
- Updating Policy and Produces and Quality Improvement Plan along with existing team

This is a well-established, successful program offering before school, after school, Vacation Care and pupil free days to members of our community.

Prospective applicants must have:

- Completed or completing a Diploma in Children's Services or Bachelor of Early Childhood Education
- Have Victorian working with children check & updated First Aid & CPR qualifications
- Excellent knowledge and comprehension of the National Quality standards and Early Years Learning Framework
- Excellent leadership and mentoring skills
- Ability to work along collaboratively with an experienced team

What will you get in return?

- Fantastic support and training for next few months by existing Manager
- Happy Organisation dedicated to high quality educational practices
- Providing amazing service to wider community

Applications for the position will close Friday 13th of October.

Training for this position will be offered by our existing Manager over several months.

This exciting position will commence training on Monday 23rd October, 2017.

Applicants are invited to send in their resumes and an expression of interest by Friday 13th to:

Lyn Dwyer, Principal and Nick Malkin, School President

**Porepunkah Primary School
2 Martley Street Porepunkah
57562253**

Email – porepunkah.ps@edumail.vic.gov.au



**Wangaratta & District
Cricket Association**

Cricket Umpires Wanted

Matches played at grounds throughout the North East Region

- | | |
|----------------------|--------------|
| * Wangaratta | * Benalla |
| * Yarrowonga-Mulwala | * Mansfield |
| * Myrtleford | * Bright |
| * Rutherglen | * Beechworth |
| * Milawa | * Whorouly |

Most games played Saturdays
1pm-5pm (approx.).

Any experience welcomed to have a go at umpiring – A grade to C grade matches scheduled.

Remuneration per day
\$90 - \$120 + travel allowance.

Enquiries: Jim Davidson 5721 6018



**ALPINE
HEALTH**
PROVIDE THE BEST HEALTH SERVICES

Site Administration Officer

Mount Beauty

32 hours per fortnight (0.4 EFT)

The Site Administration Officer works to meet a broad suite of administrative and client support functions to support the operational requirements of the Mount Beauty Site.

We are seeking to appoint an enthusiastic administration officer, who is customer focused with a capacity to positively and skillfully contribute to the administration of health services at the Mount Beauty site of Alpine Health.

The successful candidate will demonstrate a can do attitude, a responsible and flexible approach to work, excellent communication and organisational skills, and the ability to work within a team. Additionally you will be available to work Monday to Friday within a rotating roster.

To discuss your interest in the role please contact Leanne Kilpatrick, Health Services Manager on 57543500. A copy of the position description can be obtained by visiting www.alpinehealth.org.au

Applications close: Monday 9th October 2017.

Applicants are expected to have a current police certificate within a 12 month currency and an immunisation status consistent with Alpine Health's Staff Immunisation Procedure.