

Role Description &
Application Process

Aftercare Coordinator



ST LUKE'S
COLLEGE



Join our learning community *in Bedfordview*

Purpose-Driven Education

Help us shape thriving and impactful lives

At St Luke's we have more than good intentions. we have a bold, crystal clear vision for the future. We want nothing less than for every child, teacher and family to thrive - in the fullest sense of the word. We are seeking a team of world-changers to join us as we roll up our sleeves; as we journey beyond the ordinary. We are seeking people who will do what is needed and who will do what works, blending the tried and trusted with the new and promising, as we shape a generation for impact.

We build thriving and impactful lives through:

Contribution: We help every young person to discover their calling. We equip students with skills to make an impact in a 21st century world, and we teach and live a worldview that brings coherence, meaning and hope to existence.

Connection: We prioritise the development of social and emotional competencies, equipping students to build and maintain deep and authentic relationships with self and others.

Potential: We couple high expectations, high support and proven practices to help every student grow into their incredible, full potential.

Habits: We intentionally foster self-discipline and build habits that lead to a balanced and resilient life.





Job *description*

Introduction

St Luke's College is part of Thrive.Ed's family of independent schools. You can think of it as St Luke's, a Thrive.Ed school. Our Bedfordview campus is located at 19 St Georges Road, Bedfordview, Germiston. St Luke's College carries forward the legacy of the former Bishop Bavin School, now under new ownership as part of the ThriveEd group, and with a renewed vision for the future. Our historic campus has been reimagined as a dynamic, purpose-driven learning community, where students are encouraged to strive for excellence in all aspects of life. We make private education more accessible to families seeking both academic rigor and faith-based values. Our students enjoy world-class facilities and a rich experience at affordable fees.

We are seeking a capable, passionate Aftercare Coordinator with exceptional integrity to lead the development of an engaging and nurturing aftercare and holiday care programme — building a culture of energy, safety, and connection, and creating experiences that help every child thrive beyond the classroom



Job title

Aftercare Coordinator

Objective

Execute the school's aftercare and holiday care vision; build a values-driven, learner-centred environment where people, programmes, and routines work together to support the wellbeing, safety, and joy of every child and family we serve.

Accountable to

Aftercare & Enrichment Programme Business Manager; works closely with School Operations Manager

Team

School Operations Team



Key result areas

The successful candidate will play a key role in shaping and leading St Luke's aftercare and holiday care programmes. They can expect to dedicate most of their time to creating a safe, joyful, and well-structured environment — while also managing a high-performing team, building strong relationships with families, and ensuring smooth day-to-day operations that align with the school's broader goals.

STRATEGY AND EXECUTION

- Design and implement a dynamic aftercare and holiday care programme aligned with the school's vision
- Plan and schedule daily activities that are engaging, age-appropriate, and support holistic child development
- Oversee end-to-end programme delivery to ensure consistency, safety, and enjoyment across all age groups
- Coordinate staffing schedules and ensure appropriate coverage for aftercare and holiday programmes
- Support the growth and impact of the programme by aligning it with the school's strategic goals
- Monitor programme quality and regularly reflect on improvements in collaboration with the Aftercare & Enrichment Programme Business Manager (At Thrive Ed level)
- Ensure compliance with relevant regulations, health and safety standards, and internal policies at all times

OUR LEARNING COMMUNITY

- Foster a safe, welcoming, and joyful aftercare environment where learners feel valued, engaged, and supported
- Build strong relationships with children, showing warmth, respect, and consistency in all interactions
- Supervise learners attentively during activities, transitions, and quiet times, ensuring their wellbeing at all times
- Promote positive social development and respectful behaviour through daily routines, play, and group engagement
- Model the school's values in your leadership, language, and relationships with both staff and families
- Support the emotional and developmental needs of learners by creating a balanced programme that allows for both fun and rest
- Communicate regularly and warmly with parents to keep them informed, reassured, and connected to their child's experience

RESOURCE PLUS

- Manage and maintain aftercare and holiday care resources, ensuring they are safe, age-appropriate, and engaging
- Coordinate the use and care of equipment, supplies, and facilities to support daily activities and special events
- Oversee stock levels of games, crafts, first aid kits, cleaning materials, and snacks; place orders when needed
- Ensure that learning and play spaces are clean, tidy, and prepared for each part of the programme
- Work with the campus facilities manager and School Operations Manager to report and resolve maintenance issues promptly
- Maintain accurate records of learner attendance, incidents, and daily operations for compliance and reporting purposes
- Monitor budget allocations and work with the Aftercare & Enrichment Programme Business Manager to ensure responsible resource use and cost-efficiency



Remuneration

Market related and dependent on strength of the candidate.

Location

19 St Georges Road, Bedfordview, Germiston.

Start Date

January 2026 (Some preparatory responsibilities during final term of 2025)

Our Ideal Candidate

- Strong organisational skills, with the ability to plan, implement, and evaluate engaging programmes for children
- Excellent interpersonal and communication skills with both children and adults
- Confident in managing safety, conflict, and behavioural challenges in a calm and constructive manner
- Ability to build strong relationships with families and maintain open, professional communication
- Computer literate (basic admin systems, communication tools, and reporting platforms)
- First Aid training and/or knowledge of child safety protocols is advantageous

Qualifications & Experience

- Minimum requirement: a relevant post-matric qualification in education, childcare, youth development, or a related field
- Proven experience working with children aged 12 and under, preferably in a school, aftercare, or holiday programme setting
- At least 5 years of experience in a supervisory or leadership role involving team management and child supervision
- Registered with SACE





How to *apply*

We follow a four-step
appointment process.

01

Share your knowledge, skill and passion by completing our online interview questions at this link: <https://forms.office.com/r/YnBYLcPWG0> (interview takes 30 minutes)

02

We carefully review all applications. Successful candidates will receive an email with instructions on how to book an in-person interview within 8 weeks.

03

You may be required to complete work sample tests or psychometric assessments.

04

If successful, you will complete a final interview with the Board of Thrive Ed.

We regret we cannot respond to unsuccessful candidates.

If you have any questions regarding the application process, kindly reach out to us at **apply@thriveed.co**



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