

Position Description

Role Title: P & C Operations Manager

Employment Status: Casual, 12 hours per week over 3 days, between the hours of 9am and 3pm, Monday to Friday

1. Primary Function

This position has three main components and the P&C Operations Manager is responsible for the effective and efficient operation of the actives mentioned below and place under their control in accordance with the policies and directions of the P&C Executive.

- To be the main point of contact between the P&C committee and its business operations, namely the Tuckshop, School Shop, Hall Hire, OSHC and Tutoring Program and be responsible for the overall effective and efficient operations, and management of staff, in these businesses.
- To assist in the overall administration of the P&C sub committees in accordance with the guidelines of the P&C Model Constitution and Accounting Guidelines as is a mandatory requirement of Education Queensland, consistent with the requirement of Education Queensland, consistent with the requirements of Legislation under the Education (General Provisions) Act 1989.
- To assist in the business development for the P&C Association by exploring avenues to increase P&C revenue, making recommendations to the P&C executive and committee and implementing changes where authorised by the P&C executive.

2. Key Responsibilities

The P&C Operations Manager shall be responsible for the following as directed by P&C President or Vice President including but not limited to:

Administration

- Awareness of when Committee and Sub Committee monthly meetings are on, provide reports for them and attend where directed.
- To actively plan for and maintain high standards of management and administration of the Tuckshop, School Shop, Hall Hire, OSHC and Tutoring Program at all times.
- Liaise with the secretary and treasurer to ensure all necessary items are done and ready for meetings, and provide assistance where required.
- Maintain register of Policies and Procedures for each business unit and ensure staff are trained and working within these policies.
- To work positively with all P&C Executive, Parents of and School Students, Community members, teaching and school staff through open communication.
- Manage and assist staff and volunteers with instructions and processes to comply with Legislative Requirements including that of P&C Code of Conduct, P&C Model Constitution, P&C Qld Accounting Manuals, Smart Choices requirements & Child Safety Guidelines.

- Work alongside the Robina State School Administration Staff to foster relationships between the School and the P&C Association.
- To ensure compliance with all Government Regulations, legislation, standards and requirements at all times and assist the Committee in completing any necessary forms or returns.
- Review weekly staff timesheets and business expenditures and ensure business units are adhering to budgets as well as finding opportunities to optimise expenses.

Accounts

- Understanding of and working in accordance with the P&C Accounting Manual.
- Preserve the confidentiality of the Associations business.
- To ensure that the P&C Activities operate in accordance with the policies and standards as determined by the P&C and their Executive.
- To be aware of the Budget for the various activities and take all steps to ensure compliance with that Budget.
- To submit regular reports to the Executive and/or Committee on the operation of P&C Activities. This includes but is not limited to working with the Tuckshop Convenor include stocktake requirements of Tuckshop & Uniform shop where necessary to ensure best price, product and practices are being utilized. Report formally on a monthly basis to the P&C.
- To participate in the preparation of the annual budget, provide advice and guidance to the P&C as may be required from time to time.

Business Development

- Continually explore and suggest avenues to improve P&C revenue and implement improvements/changes where authorised by P&C executive.
- Continually monitor and report on “customer satisfaction” to ensure a strong relationship and high satisfaction among Robina SS school community.
- Document all proposals and report to the P&C Executive.
- Receive and appropriately manage any complaints that may arise from students, parents or staff regarding any P&C business units.
- Create, train and manage ongoing adherence to Policies & Procedures throughout all business units by all staff and volunteers.
- Contribute relevant information on behalf of the P&C towards the weekly/fortnightly school newsletter.

Other Responsibilities/Duties

- To assist in arranging advertisements for staff vacancies, organise interviews and be a member of the interviewing panel with members of the P&C Association and/or Tuckshop Committee if requested by the P&C Association.
- To recommend the engagement, appointment and dismissal of staff.
- To counsel staff in cases where there is non-compliance with accepted work patterns, behaviour and standards in accordance with accepted processes.
- To authorise expenditure in accordance with the Budget for the Shop subject to the necessary approval of the committee for larger items of equipment, etc.

- Be aware of changes to the relevant environments including but not limited to Education Queensland policy, school behaviour management policy, personal behaviour, interaction with others in the school community and the Principal's requirement for the operation of the P&C business/s.
- To actively promote the objectives and goals of the Parent & Citizens Association within the school community and wider community (e.g. local businesses).
- Fostering and encouraging volunteers within the school community.
- Assisting volunteers with instructions and processes to comply with Legislative requirements.
- Liaison between school community, P&C executive & committee, school administration, P&C staff & volunteers, and the wider community.
- Work closely with the P&C Treasure and Bookkeeper.
- Maintain regular communication with the various committees.
- Build good relations with voluntary workers and encourage team spirit.
- Co-operate with the school when changes in the program affect the P&C activities.

Acknowledgement

I,acknowledge that I have read and understood the duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this position description.

(This form is to be signed by the successful candidate or position holder – not be sifted by applicants for the position).

Employee

Names:

Signed: Date:/...../.....

Supervisor/Manager

Names:

Signed: Date:/...../.....