

## Position Description

<b>Role Title:</b>	P&C Operations Manager – Level 3
<b>Employment Status:</b>	Part Time
<b>Reports To:</b>	The P&C Operations Manager shall be accountable to the P&C Executive of the <b>MacGregor State High School P&amp;C Association.</b>

### 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 activities mentioned below and placed under their control in accordance with the policies and directions of the P&C Executive.

- To manage all business operations of the P&C Association namely the Canteen, the Uniform Shop and the Coffee shop and be responsible for the effective and efficient operation of the businesses placed under their control.
- To assist in the overall administration of the P&C sub committees and the operation of P&C funds in accordance with the guidelines of the P&C Accounting Manual as is a mandatory 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 association.

### 2. Role Duties

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

#### Secretarial

- All P & C mail should be directed to school and available for collection by you to further distribute to the appropriate person.
- A correspondence register should be kept with details and these details will then be collated by you and presented to the P&C meetings.
- Awareness of when Committee and Sub Committee meetings are on and provide reports for them.
- Review minutes to ensure that Executive is aware of all matters that they should know and prepare a summary of this. Complete all financial reports, cash flow

budgets, reconciliations, profit and loss reports as required for presentation to the meetings.

- You will need to attend all P&C meetings, take minutes of the meetings and collate, complete and distribute these.
- Maintain motions and policies register.

### **Accounts**

- To work positively with all parents, P&C Executive and community members
- Understanding of and working in accordance with the P&C Accounting Manual
- Preserve the confidentiality of the Associations business
- To manage the P&C Activities under her/his control in accordance with the policies and standards as determined by the P&C and their Executive from time to time.
- To actively plan for and maintain high standards of management and administration of the Canteen, Coffee shop and Uniform shop at all time
- Oversee and/or order uniforms and goods from suppliers maintaining reasonable stock levels as required.
- To attend all meetings of the Executive and/or Committee
- 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. Report formally on a monthly basis to the P&C.
- To prepare of the annual cash flow budget, and provide advice and guidance to the P&C as may be required from time to time.
- Preparing and presenting income and expenditure analysis for various activities
- Quarterly preparation of profit and loss reports for Canteen and Uniform shop accounts
- Oversee banking of monies from the various P&C activities including uniforms, Tuckshop and other ad hoc activities
- 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.

### **Business Development**

- Explore avenues to increase P&C revenue.

- Document all proposals and report to the P&C association.

### **3. Other Responsibilities/Duties**

- To assist arrange advertisements for staff vacancies, organise interviews and be a member of the interviewing panel with members of the P&C Association 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 to maintain the day to day workings of the P&C business subject to the necessary approval of the Committee for larger items of equipment, etc.
- Be aware of changes to the Tuckshop environment 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 requirements for the operation of P&C business's.
- To actively promote the objectives and goals of the Parents & Citizens Association within the school community.
- Fostering and encouraging volunteers within the school community
- Assisting volunteers with instructions and processes to comply with Legislative requirements
- To manage the rosters of the employees and volunteers staffing the Tuckshop and the Uniform shop.
- Be the liaison person between the School and the P&C for day to day workings of the P&C businesses.
- Work closely with the P&C Treasurer
- Maintain regular communication with the various committees.
- Build good relationships with voluntary workers and volunteer students and encourage a team spirit.
- Co-operate with the school when changes in the program affect the P&C activities.

**For your reference, we have pasted the actual description of a Level 3 Operations Manager under the Parents and Citizens Associations Award - State 2016**

### Schedule 3 - Position Descriptors - Operations Managers Stream Level 3

Employees shall be graded at this level where the principal characteristics of their employment, as determined by the employer, are identified as follows:

#### Characteristics:

- will work in conjunction with the P&C Executive and would report to the P&C Executive Committee as required
- such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives within the relevant field/s of their expertise.
- responsible and accountable for their own work and may have responsibility for the work under their control or supervision in terms of, inter alia, all facets of management, accountabilities and responsibilities with the enterprises. The employee will effectively manage all business units under the control of the P&C Association including all management functions such as finances, purchasing, reporting and staffing requirements and recommendations.
- able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They often exercise initiative, discretion and judgement in the performance of their duties.
- the possession of relevant post-secondary qualifications may be appropriate but not essential.

#### Typical duties/skills:

- manages and is responsible for a complex and diverse payroll system.
- applies detailed knowledge of the organisation's objectives, performance, projected areas of growth, product trends and general industry conditions for the purposes of assisting in developing policy or new products and services to meet changing market needs or other circumstances.
- application of specialised computer software packages, e.g. payroll, including evaluating and determining optimum software solutions or the integration of complex word processing/data/graphics text.
- prepares internal and external reports for P&C management in any or all of the following areas:
  - account/financial
  - staffing

