



# **JUNCTION PARK**

## **State Primary School**

### **Parent's & Citizen's Association**

#### *P&C Operations Manager*

P&C Association Operations Manager

Junction Park State School, Annerley

Permanent Part-Time Position

#### **Primary role**

Junction Park State School P&C coordinates a wide range of activities within the school community from the School Fete, Swim Club, Tuckshop, and Uniform Shop to Music Support Group, the Green Team, and Fundraising and Grants.

The P&C Operations Manager is a newly established role that will be responsible for coordinating the administration, financial management and volunteer requirements of the P&C, in accordance with the policies, procedures and directions of the P&C Executive and guidelines of the P&C Accounting Manual and P&C Purchasing Policy.

The P&C is seeking an individual who has good interpersonal, management and financial skills and demonstrated ability in either managing a small business or coordinating P&C operations.

#### **Role duties**

- Support the P&C Executive and its subcommittees to budget, strategically plan for major expenses and develop business plans for P&C operations
- Support the P&C Executive to execute motions arising from General Meetings
- Support the President to administer the activities of the P&C, including management of staff as required and generating reports for the P&C meetings
- Support the Treasurer and bookkeeper to maintain appropriate accounts and budgets for the P&C activities
- Support the Secretary with preparation of minutes and updating of members register and motions register
- Support P&C Convenors and Coordinators maintain high standards of management of P&C Operations related to Fete, Tuckshop, Uniform Shop, Swim Club and OSHC
- Be aware of the status of all P&C activities and the budgets allocated for activities, including joint initiatives with the school, such as the Stephanie Alexander program and infrastructure plan
- Assist with the preparation and submission of monthly reports to the P&C by the Executive, Principal and subcommittees, including financial reports, request for funding submissions and reports for Fete, Tuckshop, Uniform Shop, Swim Club, and OSHC



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- Ensure that compliance is maintained with all legislation, regulations, and standards at all times and assist the P&C Executive in completing necessary forms or returns
- Support good communication between the P&C and the school administration
- Communicate information about P&C activities to the school community
- Encourage parents and guardians to become members and volunteers for subcommittees, events and other activities
- Assist the transition process for new members of the Executive and P&C subcommittees after each AGM
- Assist with the fete coordination, management and administration which includes communicating with volunteers, external suppliers, fulfilling insurance requirements and responding to social media

#### **Hours and Remuneration**

Three days per week. A remuneration package will be negotiated with the successful candidate based on the P&C and other Associations Retail Award 2016.

#### **Selection criteria**

1. Demonstrated ability in managing a small business operation or P&C
2. Demonstrated ability to supervise staff and manage performance
3. Demonstrated experience in administration and financial reporting
4. Competent in using Microsoft Office and MYOB accounting software
5. Strong time management skills and ability to work autonomously
6. Ability to work with volunteer committees and their members
7. Highly effective interpersonal communication skills

In addition to the above criteria, candidates must have or be able to gain Blue Card certification (Paid Employee Status).

Your application should address the selection criteria in no more than 2 pages and be accompanied by a curriculum vitae. The contact details of two referees will be requested if required.

Please send all applications [opsmanager@pandcjpss.com](mailto:opsmanager@pandcjpss.com)