

## POSITION DESCRIPTION

Position:	Operations Assistant
Location:	Talara Primary College
Salary:	Award Rates as per P&C Award Qld
Reports to:	Talara Primary College P&C Association Executive
Hours:	9-15 hours per week (minimum 3 hours, Mon, Wed, Fri); School terms + as needed
Contract:	Casual; Initial 6-month contract, with opportunity to renew, for the right candidate.



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### About Talara Primary College

Talara Primary College, situated in Currimundi on the Sunshine Coast, is a P-6 Education Queensland State Primary School which was opened in 1998. Today Talara Primary College caters for over 1150 keen and enthusiastic students eager to learn.

Talara has earned an impressive reputation for its innovative curriculum which is recognised by both the school community and the wider educational community. The school is committed to high standards in all areas of education. It is well served by dedicated, enthusiastic, caring and committed staff who most willingly and ably share their talents and abilities with students and other professionals.

You can find out more about our school on the school website <https://talacollss.eq.edu.au>

### Outline of the position

This role has been developed in response to evolving needs of the Talara Primary College (TPC) community. The Operations Assistant role will encompass 3 key areas;

1. Manage Uniform Shop operations
2. Day-to-day bookkeeping for the Talara P&C Business units
3. Assist the Talara P&C Executive with operational tasks as required

## **Key Responsibilities;**

### ***Uniform Shop***

Manage the day-to-day operations of the Uniform Shop, including but not limited to

- Consult with P&C Executive and school Principal to ensure Uniform Shop budgets and overall TPC school uniform needs are being met;
- Working with the Uniform Shop suppliers to manage stock levels throughout the year to ensure constant supply to the school community. Making yearly indent orders and top-up orders as required
- Build and maintain ongoing relationships with approved uniform suppliers and negotiate contracts that represent best value for the school
- Ensure all purchasing is in line with Education Queensland policy and guidelines.
- Communicate with the school leadership team and ensure sufficient supply is always in stock and complies with school uniform policy.
- Develop efficient and effective systems and procedures for the management and operation of the Uniform shop ensuring collaboration with the P&C Executive as needed;
- Opening the Uniform Shop in advertised hours, Monday, Wednesday and Fridays 8:15 am to 8:45 am and making deliveries of all the online orders on open days; ensuring all safety guidelines are adhered to;
- Managing quarterly Stock takes, ensuring that Qkr! Is kept up-to-date and accurate at all times.
- Ensure the P.O.S system is being used correctly, and ensure any issues are efficiently dealt with as well as review the P.O.S System is meeting the needs of our business and identify opportunities for improvements or alternative solutions;
- Managing special orders such as Senior shirts
- Facilitating new enrolment fittings throughout the year as well as in peak times, December and January.
- Prepare internal reports for P&C Executive including monthly business reports for P&C meetings;
- Ensuring governance of legislative requirements

### ***Bookkeeping***

Coordinate the day-to-day bookkeeping data entry of all the TPC P&C Business units; Tucker Shack and the Uniform Shop. The P&C Executive will engage a professional bookkeeper to do quarterly reviews of all accounts.

- Enter all accounts payable and receivable on a weekly basis from the Tuckshop and Uniform shop into the P&C's elected accounting software (XERO) for P&C Treasurer to make the payments
- Prepare Payroll file for P&C Treasurer to make the payments
- Reconcile monthly bank statements
- Prepare Monthly P&L statements for the business units and for P&C Executive

### ***General Operations Tasks***

The P&C Executive is made up of volunteers and as such many of the officers have their own jobs. The Operations Assistant will help alleviate some of the on-the-ground tasks that may need to be completed, such as but not limited to;

- Assist the P&C perform a broad range of executive support functions with minimal direction or supervision;
- Assist in sourcing and writing grant applications for targeted P&C projects;
- Liaise with parents, staff, students, volunteers, and other community stakeholders as necessary;
- Printing and distribution of flyers and newsletters
- Collecting orders from suppliers
- Coordinating donations and sponsorships
- Assisting with the P&C Shed and inventory
- Assist to bank and count monies daily in the main business of the P&C committee;
- Provide regular feedback to the P&C committee on the business operations and ways to improve the bottom line;
- Assisting with other tasks as they may be required

The role will also require volunteer management and rostering, budget management, and the production of reports back to the P&C on a regular basis.

We are seeking someone who is part of the TPC community, reliable, able to work autonomously, and proactive. The successful applicant will have great customer service skills and be passionate about our school and helping others.

The current role is budgeted for 9-15 hours per week however in peak times; such as New Enrolment Appointments, the successful applicant may be required to work additional hours and may accrue time off in lieu to be paid at the next school holiday period.

**Our ideal applicant will have:**

- Demonstrated experience in a customer service position;
- Experience in money handling, stock control, and budget management;
- Experience in accounting software XERO;
- Experience working in a Uniform Shop would be highly commended;
- Intermediate Microsoft Office knowledge, spreadsheets, and word processing;
- A current Blue Card (or willing to obtain one, upon appointment).

The role will operate during school term time only, unless otherwise required to meet seasonal demands, i.e. outside hours and holidays new enrolment uniform appointments.