



## POSITION DESCRIPTION

**POSITION:** College Shop Convenor

**STATUS:** Part-time, Term-Time

**REPORTS TO:** Business Manager

**DATE:** November 2020

**CLASSIFICATION:** School Officer Level 3

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### **Purpose of Position:**

Manage the daily operations of the College Shop including the supervision of retail staff and volunteers, stock management and maintenance of computerised financial records.

### **Key Characteristics:**

#### **These include the ability to:**

communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College.

demonstrate tolerance, maturity and patience, a capacity for tact and discretion and an ability to maintain confidentiality.

demonstrate a capacity for self-organisation and an ability to respond and adapt while operating in an environment, which is often demanding and busy.

use and apply knowledge of Microsoft Excel and Word and Outlook;

the ability to learn to operate the designated administration system and other software as required, apply knowledge in a self-directed manner, with substantial depth and recognised expertise in some areas.

demonstrate discretion and independent judgement in planning work

organisation for self and/or others, and achieving outcomes within constraints set by management.

### **Supervision:**

Under limited supervision from the Business Manager

Work may be checked in relation to overall progress

Broad guidance will be provided by the Business Manager

Involves a level of autonomy when working in teams

### **Supervision of Others:**

Peer assistance may be provided to others

Limited responsibility for the guidance of the work of others

Team co-ordination may be required

### **Qualifications:**

No formal qualifications are required

Experience deemed by the employer as necessary to successfully carry out the duties of the position are required

experience in the Retail industry is highly regarded.

### **Typical Duties:**

Typical duties performed may include, but are not limited to:

- practising confidentiality in relation to all aspects of the role
- responding to enquiries from staff, students, parents and the general public and addressing both routine and non-routine issues using self-directed application of knowledge
- entering financial data into computer and preparing reports for use, reviewing and/or authorisation by management
- using software application packages to create spreadsheets/work sheets
- preparing reports as required
- under general guidance, actively contributing to effective and efficient operation of College shop team functions, and cooperating with implementing changes to procedures in accordance with considered decisions of the Business Manager and College Leadership Team.
- supervising staff including implementation and participation in induction, training, review, counselling and appraisal.
- identifying procedures requiring review or re-development, and define relevant issues.
- managing the operations of a discrete organizational area, program or administrative function.

### **Specific Duties:**

Specific duties performed may include, but are not limited to:

#### ***Ledger Maintenance/Data Entry***

- Maintaining accurate records in the Sub Fees ledger using TASS, taking appropriate action to rectify errors, in accordance with parameters provided by the Business Manager.
- Maintaining appropriate records to satisfy that internal control and audit policies and procedures are followed;
- Ensure EFTPOS documentation is reconciled each day

#### ***Customer Service***

- Assisting the College Shop Team with workflow in the event of absence of another team member, closing deadlines or peak workloads.
- Provide Customers with appropriate level of service,
- Check balancing of float and banking documentation at end of each day;

#### ***Stock Management***

- Co-ordinate the Stocktake at end of each term and ensure the Stocktake is performed strictly in accordance with College procedures;
- Monitor incoming Secondhand uniforms for resale, ensuring standard of presentation remains high;
- Process sales of Secondhand uniforms, prepare documentation for payment of funds to owners;

#### ***Purchasing***

- Within routines, methods and procedures, gather and present quotations
- Undertake ordering of stock in accordance with College policy and procedures,
- In consultation with the Business Manager develop pricing of new stock items;
- Ensure incoming supplies are checked to orders, validate supplier invoices (goods received, correct prices, tax invoices etc.) and process goods receipts in TASS. Follow up discrepancies with suppliers.

### **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.

- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.