



Operations Manager with Bookkeeping Experience for a school community focused P&C.

Position: Operations Manager with Bookkeeping Experience

Location: Benowa State High School, Mediterranean Dr, Benowa QLD 4217

Relevant Award: *Parents' and Citizens' Associations Award – State 2016 (Award)*

Nature of position: Part-time - Level 3 Operations Manager under the Operations Managers Stream of the Award.

Hourly rate of pay: \$40 per hour.

Ordinary working days: Immediate start - 20 hours Monday to Friday during 'term-time'

Application Closes: 18 August 2024

Benowa High P&C Association (**P&C**) is a community minded organisation working to achieve the best possible outcomes for Benowa State High School's students.

We are looking at employing a highly engaged and organised Operations Manager with bookkeeping experience to ensure the smooth and efficient running of the P&C's canteen and uniform shop services. You will be a part of a supportive team, and will be providing exceptional leadership and operational management. You will benefit from a rewarding interaction with staff, volunteers, and parents, whilst also collaborating with the wider school community. This opportunity is ideal for someone with a strong business acumen wanting to assist a school community.

Your duties as Operations Manager will include but are not limited to the following:

- Provide exceptional leadership and management of the P&C's business operations (namely canteen and uniform shop), in accordance with policies and procedures as determined by the P&C and relevant legislation;
- Work positively with all parents, P&C's Executive Committee members and community members;
- Attend all meetings as required of the P&C's Executive Committee;
- Consistently demonstrate professionalism, integrity, commitment, fairness and co-operation in all aspects of work;
- Assist with the overall financial and administration requirements of the P&C and its subcommittees in accordance with relevant legislation;
- Oversee all aspects of communication in consultation with the P&C's Executive Committee;



- Assist in the business development of the P&C by exploring avenues to increase revenue, making recommendations to the P&C's Executive Committee and implementing changes where authorised by the P&C's Executive Committee; and
- Be responsible for providing bookkeeping services to the P&C and its business operations. This includes support and training of staff and volunteers, on financial best practice.

To be successful in this role you will possess:

- A current Blue Card and an ability to work around children;
- Knowledge of the *Parents and Citizens Associations Award – State 2016, Industrial Relations Act 2016* (Qld) and *Work Health and Safety Act 2011* (Qld);
- Excellent communication skills;
- Outstanding organisational skills;
- A leadership ability;
- Supervisory and problem-solving skills;
- Basic accounting knowledge;
- Relevant qualifications and/or experience relating to the position; and
- A commitment to service and performance excellence.

If you hold these skills and are looking for a rewarding role within a great school, please send your CV, as well as a cover letter addressing why you would be suitable for the role to Marion Allard, P&C President at bshs.pandc.secretary@gmail.com.