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**Carmel College Thornlands**

**ROLE DESCRIPTION**

# Uniform Shop Convenor

**Position:** Uniform Shop Convenor

**Award:** Services Staff – Level 3

**Responsible to:** Principal

**Reports to:** Business Manager

**College Context:**

Carmel College is the only co-educational Catholic secondary college in Redland City with a current enrolment of over 1150 students, from Years 7 to 12. The Uniform Shop Convenor is a key member of a team supporting the Business Manager to provide functional support to College operations. Relationships of significance exist with College Leadership Team, staff, students, parents, volunteers and external stakeholders.

**Role Purpose:**

Administer the operations of the College Uniform Shop, providing a sufficient range of uniforms at a reasonable cost to the school community, through ordering, fitting and inventory and cash control.

**Duties and skills:**

* Reporting to and working with the Business Manager, establish and monitor routine procedures for the effective and efficient administration and service delivery of the Uniform Shop to meet the needs of the College and college community.
* Administer processes and facets of the Uniform Shop including sourcing designs, quotations and samples, stock control, and routine inventory and financial record keeping.
* Assist the Business Manager and finance team in the preparation and monitoring of the uniform shop budget.
* Liaise with the Program Leader Sport and other staff as required for the purchase of team uniforms.
* Order and maintain adequate stock levels.
* Operate point of sale equipment and use data to assist with monitoring stock levels.
* Liaise with suppliers over pricing, placing orders and merchandise quality.
* Supervise uniform fittings with parents.
* Maintain security of the uniform shop, retaining keys and arming and disarming school security systems as required.
* Undertake periodic reporting to the Principal on sales, operational performance, design concepts and issues.

**Additional duties**

Where the need arises, the Uniform Shop Convenor may be required to complete other duties assigned by the Principal, Deputy Principal, Business Manager or Assistant Principals which may take precedence over routine duties.

**Child Safety and Protection Responsibilities:**

The Uniform Shop Convenor will:

* demonstrate a commitment to the College’s child safe culture;
* act to prevent harm and act in the best interests of children in our College; and
* report all cases of harm to the Principal or Child Protection Contacts.

**College Workplace Health & Safety Responsibilities:**

* Comply with health and safety instructions.
* Take action to avoid, eliminate or minimise hazards.
* Not willfully place at risk the health and safety of self and/or others.
* Seek information and advice when necessary.
* Be familiar with hazard and accident reporting and emergency evacuation procedures.

**QUALIFICATIONS, EXPERIENCE AND SKILLS**

Qualifications:

* A current Working with Children Suitability Card is required.
* Possession of a current/valid Queensland Driver’s Licence.
* Eligibility to work within Australia for the period of this appointment.

Experience:

* Demonstrated successful experience in a similar role or a role requiring a similar skill set.

Skills/Attributes:

* Demonstrated ability to prioritise competing demands within an operational service context.
* Knowledge of WHS requirements and regulations relating to role requirements.
* Ability to apply management skills in relation to calendar organisation and timing of ordering.