Catholic Education
Diocese of Cairns
Learning with Faith and Vision

Good Counsel Primary School, Innisfail

Tuckshop & Uniform Convenor

Fixed Term Position
18 Hours Per Week
3 February 2020 - 22 January 2021

Applications Close: 5.00pm, Monday 27 January 2020

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.

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HOW TO APPLY

1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
  - Working with Children Blue Card
  - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To:

Mr Liam Kenny
The Principal
Good Counsel Primary School, Innisfail
Ph: (07) 4061 2994
Email: principal@gcps.qld.edu.au

You will receive confirmation of receipt of your application.

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Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

SURNAME: **PREVIOUS SURNAME:**

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS: **POST CODE:**

POSTAL ADDRESS: ☐ **AS ABOVE** **POST CODE:**

HOME PHONE: **MOBILE:**

EMAIL: **RELIGION:**

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION? Please Select:

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, ***safe guarding children***, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature: _____ **Date:** _____

Please indicate how you became aware of this vacancy:

☐ CES Website ☐ Facebook ☐ Teacher on Net ☐ SEEK ☐ Catholic Jobs Online

☐ Newspaper: Please specify: _____ Other: Please specify: _____

POSITION TITLE:	**Retail Supervisor (Tuckshop Convenor/Uniform Shop Convenor)**
SECTION:	**Good Counsel Primary School, Innisfail**
REPORTS TO:	**The Principal - Mr Liam KENNY**
CLASSIFICATION:	**Services Staff – Level 3 ($26.71 to $28.82 gross per hour)**
AUTHORISATION:	**Executive Director**

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

PURPOSE OF THE ROLE

The employee appointed to this position will have competency at this level involves application of knowledge with depth in some areas and a broad range of skills. The employee shall be fully competent and experienced in a technical sense and requires little guidance. Over time the employee will demonstrate understanding of a broad knowledge base.

There is a range of roles and tasks in a variety of contexts involving some complexity in the extent and choice of actions required. As the employee gains experience they may be asked to identify, analyse and evaluate information from a variety of sources.

Competencies are normally used within routines, methods and procedures with some discretion and judgement involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints, good interpersonal and communication skills.

An employee in this position works under limited supervision and work may be checked in relation to overall progress and may take the form of broad guidance and involve a level of autonomy when working in teams.

Over time the employee may be asked to lead or supervise a work team and may have limited responsibility for guidance of the work of others. Team co-ordination may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

An employee who is appointed by the employer to be, or is, responsible for a defined or designated area of a shop.

An employee who is appointed by the employer to be, or is, in charge of a number of defined or designated areas of a shop, or to be, or is, in charge of a shop.

Such employee may work alone, or directly supervise other employees, in the defined or designated area.

- Sale and preparation of food
- Ordering and purchasing of Tuckshop supplies. Checking of supplier invoices against delivery dockets prior to approval of invoices for payment
- Organisation of volunteer rosters and supervision of all helpers
- Keeping the tuckshop area clean and well maintained
- Menu setting and rotation
- Co-ordination of Council inspections and health checks
- Keeping temperature checks and stock controls
- Maintenance of appliances and their replacement if required with approval from the Business Manager
- Stacking of shelves, fridges and racks
- Cash handling, end of day reconciliations and banking for both Tuckshop and Uniform Shop
- Stocktaking - Tuckshop and Uniform Shop
- Awareness of Workplace Health and Safety requirements in the Tuckshop environment
- Sale of uniforms
- Ordering and purchasing of Uniform supplies. Checking of supplier invoices against delivery dockets prior to approval of invoice for payment.
- Keeping the uniform shop area clean and well maintained

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others
- Ability to communicate in English to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position

- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____