

POSITION DESCRIPTION

FLINDERS SHOP MANAGER



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Flinders Shop Manager
Reports to:	Director of Business and Operations
Employment type and tenure:	Permanent, Part-time (0.83 FTE) Position <i>38 hours per week during school term time (38 weeks) plus an additional 5 weeks during school holiday periods per year.</i>
Department / School:	Business and Operations
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification:	Retail – 2nd Level Retail Supervisor
Last updated:	October 2024

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

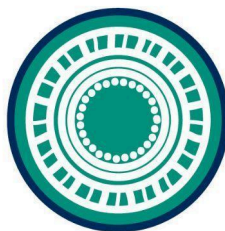
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Flinders Shop Manager is responsible for the efficient and effective daily trading operation of the Flinders Shop. This includes:

1. Co-ordinating the provision of an extensive range of uniforms, textbooks (digital and hard copy) and stationery items for students, parents, staff, and the wider College community.
2. Supervising retail assistants and volunteers.
3. Ensuring the Flinders Shop presentation, physical facilities, equipment, and services are maintained to a high standard.
4. Overseeing all financial aspects of the daily operations to ensure the profitability of the Flinders Shop, including management of the Flinders Shop budget.
5. Maintaining the 'corporate identity' of the College and its associated entities (e.g., Club Sports) through the provision of uniforms.

All members of Staff at Matthew Flinders Anglican College are expected to take responsibility for the wellbeing of students at the College and to provide support to all members of the College community by providing a high level of service that reflects the ethos of the College and demonstrates our Values.

Primary relationships

- Report directly to the Director of Business and Operations.
- Direct manager of Flinders Shop Assistants and Flinders Shop Volunteers.
- Work closely with members of the accounting and finance team, and other support staff across the College.
- Liaise with parents and families of students and the community.

Main responsibilities

Leadership

- Develop and maintain a service ethos and culture of continuous improvement within the Flinders Shop.
- Ensure sufficient staff are available to assist with sales, particularly during crucial busy periods such as the commencement of the school year and prior to the start of the winter uniform.
- Maintain confidentiality on all issues relating to the College students, staff, and other members of the broader community.
- Lead a team of retail staff to ensure the success of the Flinders Shop.
- Attend all mandatory training sessions provided by the College and pro-actively manage the training needs of the Flinders Shop staff.
- Actively participate in performance review processes, including undertaking annual reviews with individual members of the Flinders Shop.
- Ensure all staff and volunteers are working in compliance with WHS policies and procedures.
- Attend and actively participate in the College Uniform Committee meetings.

Service Delivery

- Provide the highest level of service to all members of the College community, both internal and external.

- Advise and assist parents with the selection, allocation, and correct wearing of the school uniform as per the College's Uniform Code and appropriate book hire and stationery.
- Provide a service to accommodate new and overseas students who may arrive at the College at times outside the nominated hours of operation.
- Liaise with suppliers and parents to ensure the smooth operation of the distribution of annual stationery packs.
- Package and deliver garments for Primary students as required.

Stock Management

- Coordinate the creation of uniform and stock displays in keeping with College branding and image.
- Responsible for stock ordering, including developing productive vendor relationships, maintaining appropriate stock levels, ensuring good stock turnover rates and avoiding stock obsolescence.
- Manage the annual stocktake.
- Receive and count stock on arrival and update the stock to the Shop inventory.
- Coordinate the Textbook Hire program to ensure students have the appropriate resources.
- Oversee the financial management requirements with respect to second-hand uniforms.

ABOUT YOU

Person specification

Essential qualifications

- Positive Working with Children Check (QLD Blue Card) or ability to obtain.
- Valid QLD Driver's License.
- 5+ year's professional experience and demonstrated success in the management of a retail business.

Knowledge, experience and attributes

- Diploma or Degree Level qualification in Retail Management, Business, Merchandising, or related discipline is advantageous.
- Good business acumen and demonstrated ability to effectively manage all financial aspects of a retail business, including the ability to use a computerised finance system (ideally TASS Web).
- Experience using financial stock control and point of sale systems.
- High level of proficiency using computer-based applications including the MS Office Suite (Word, Excel), Google Suite, Email and other web-based applications.
- Highly developed interpersonal skills and the ability to lead a team of retail staff.
- Proven ability to maintain and improve processes, systems, and policies.
- High level of communication skills (written and verbal) and the ability to establish and maintain positive relationships based on respect and trust with staff, students, parents, colleagues, vendors, sales representatives, and the wider College community.
- Willingness and commitment to maintaining a comprehensive knowledge and understanding of the operations of the Primary and Secondary Schools to enable the pre-ordering of adequate uniform, book, and stationery stock.
- Demonstrated ability to deal discreetly with confidential matters.
- Demonstrated ability to effectively contribute to the process of assessment of school uniform garment style and quality research using the skills and experience of retail staff.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.