

Position Title: School Banking Coordinator

Date: Feb 2018



1. **Summary**

The School Banking Coordinator promotes school banking within the school community and organises, coordinates and trains the volunteers who process student banking deposits on a weekly basis.

2. **JSSG Mandate**

The School Banking Coordinator has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:

- *Fostering School community spirit by promoting communication between parents, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School*

3. **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
2. Build good relationships with the Commonwealth Bank School Banking Liaison Officer (NB: The CBA School Banking Hotline is usually your first port of call for any queries you may have regarding any issues).
3. Build good relationships with voluntary workers, encourage a team spirit and engage them in generating ideas and problem solving.
4. Train new volunteers or update current volunteers on new CBA initiatives as required.
5. Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.

6. Undertaking administrative tasks such as: reordering stock, maintaining a roster if required, ordering student rewards, weekly banking to deposit student's money, keeping up with changes to school banking procedures, and writing of annual certificates.
7. Develop and with prior approval from the Director of Junior School and the JSSG President, distribute flyers to JS Families and the JSSG Facebook Page using current JSSG branding.
8. Implement CBA's school banking competitions and initiatives.
9. In conjunction with the JSSG President, deal with any notes, complaints or requests from the school community in a polite and timely manner.
10. Actively promote student banking within the school community sending out flyers and running regular sign on days.

Average Time Commitment Required Per Month:

- Meetings: Attendance at monthly JSSG general meetings is encouraged but not mandatory, meetings with liaison officer (usually once a term and occurs during weekly banking time), annual meeting with other north side co-ordinators (usually a morning tea).
- Other: School banking runs every week of the school year (excluding the first week of the school year and on public holidays). Time commitment would be 2 hours each week at school, plus a further 1/2hr at home (administrative side of things). During busy times (competitions, end of term rewards, maintaining student database, writing up of certificates) could mean an extra 2 hours/week during those times.
- The beginning of the year will require a few extra hours while you add new students onto the database, remove past students who have left, promote school banking and the delivering of application packs to Pre-Prep Students. This will probably add up to an extra 4 hours distributed throughout the first month of the new school year.

Note: This is the anticipated minimum time required for the role to function well. As being part of the JSSG is a voluntary role, the amount of time invested is up to the individual.

4. Memberships

Office Bearer must complete and submit a St Paul's School Volunteer Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.