

JOB DESCRIPTION



POSITION

Education Support Officer-Operational Services

TITLE

Uniform Shop Manager

A. Job Specification

Summary of Purpose of Position and Its Responsibilities

As a staff member of St Peter's Woodlands Grammar School, you are committed to providing a friendly customer focused service to the school community.

As the Uniform Shop Manager, you will ensure the efficient operation of the school Uniform Shop.

You will work closely with your Line Manager who is the Business Manager.

Terms & Conditions of Employment

- This is a 13.0 hours per week permanent part time position, with hours negotiable across the year to manage peak sales periods.
- This position is classified as a permanent part-time Education Support Officer (Operational Services) Grade 3, and is for 40 weeks per year (during term time).
- Hours of work will be negotiated with the Business Manager in line with Shop opening times and on occasions, special school days which can include Transition and new starter orientation days etc.
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award, and is subject to the current St Peter's Woodlands Enterprise Agreement.

Reporting Working Relationship

Whilst you are a member of the staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Business Manager.

Key Responsibilities / Duties Including

- Provide oversight of the Uniform Shop area. This includes ensuring that the shop floor and all items on display are presented professionally.
- Ensure appropriate Workplace Health and Safety standards are met.
- Provide high level, customer focused service and fitting advice to parents.
- Manage the online order process and fulfilment.
- Undertake daily cash reconciliations, document, and deliver monies to Finance Office.
- Provide monthly and ad-hoc financial reports to the Business Manager.
- Maintain on-hand appropriate quantities of all uniform stocks, organised with an effective, identifiable system.
- Undertake annual stocktakes.
- Utilise predictive sales patterns to plan stock purchased within supplier ordering deadlines.

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- Maintain ordering records, check deliveries and reconcile invoices.
- Manage customer service feedback proactively.
- Coordinate any communications regarding changing shop hours.
- Provide recommendations for uniform pricing.
- Oversee the quality of garments from suppliers and liaise with them regarding any changes.
- Manage the sourcing, fitting and distribution of staff uniform.
- Undertake other tasks as directed by the Principal/Business Manager
- Comply with all SPW policies and procedures.
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

B. Person Specification

1. Skills & Abilities

- Demonstrated ability to manage your own time independently and effectively.
- Demonstrated ability to use initiative.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work cooperatively with others.
- Demonstrated competency in the use of Microsoft Office Suite and appropriate retail point-of-sale software.
- Demonstrated ability to present positively and confidently at all times.
- Demonstrated ability to provide appropriate customer service.
- Demonstrated experience in budgeting, ordering, stock control and cash management/ reconciliation.

2. Essential Experience

- Work in a busy retail environment.
- Work in a similar clothing environment.
- Work in a similar shop front environment.
- Demonstrated desire to work with and enjoy the company of children.

3. Desirable Experience

- Work in a school/early learning environment.

4. Desirable Qualification

- Basic First Aid Certificate, or the willingness to undertake same.
- Mandatory Notification trained.
- Relevant DCSI clearance.
- A willingness to contribute to the Christian ethos of the school.

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Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Deputy Principal:		Dated:	
Deputy Principal Name:			