

Uniform Shop Co-ordinator

Education Support Officer – Operational Services

Job Specification

Summary and 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 Co-ordinator, you will ensure the efficient operation of the school Uniform Shop.

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

Role Accountability and Working Relationships

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 Director.

Terms and Conditions of Employment

- This is a permanent part time position, working 14 hours per week, across three days (Tuesday – Thursday) with the possibility of additional hours during peak sales periods.
- This position is classified as a permanent part-time Education Support Officer - Grade 3, and is for 40 weeks per year (during term time).
- Hours of work will be determined with the Business Director 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 2026.

Role Description

Key Responsibilities / Duties

- Provide oversight of the Uniform Shop. 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 and students.
- Co-ordinate the online order process and fulfilment to students in an expedited manner.
- Undertake daily cash reconciliations, document, and deliver monies to Finance Office.
- Provide monthly and ad-hoc sales reports to the Business Director.
- Maintain on-hand appropriate quantities of all uniform stocks and regularly assess stock levels and upcoming orders.
- Co-ordinate annual stocktakes.
- Utilise predictive sales patterns to plan stock purchased within supplier ordering deadlines.
- Maintain ordering records, check deliveries, and reconcile invoices.
- Address customer service feedback proactively.
- Coordinate any communications regarding changing shop hours.
- Provide recommendations for uniform pricing on an annual basis.



- 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 Director.
- Comply with the SPW Workplace Health and Safety policy and procedures. 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.

Person Specification

Skills and 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 & 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.
- Physical ability to lift heavy goods (i.e. boxes of uniform stock).
- Maintain highly organised and tidy shop floor.

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.

Desirable Experience

- Work in a school/early learning environment.

Desirable Qualifications

- First Aid Certificate, or the willingness to undertake same.
- Mandatory Notification Certificate or the willingness to undertake the same.
- Current Working with Children Check
- A willingness to contribute to the Christian ethos of the school.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

