



POSITION DETAILS

Position Title:	Uniform Shop Coordinator
Department:	Support Staff
Date Updated:	28 September 2020
Reports to:	Finance Manager
Commencement Level:	School Operational Services – Level 3

Primary Purpose

The role of the Uniform Shop Assistant is to provide high quality retail services to students, parents, staff and other visitors and, working with the Finance Manager, to co-ordinate the trading operations of the school’s in-house Uniform Shop.

Essential Criteria

- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism
- A high level of interpersonal and communication skills
- Proven ability to work under broad direction; plan, organise and monitor own workload; prioritise; undertake necessary follow-up and meet objectives
- Demonstrated capacity to work in a team environment in a Christian school context

Desirable Criteria

- Previous experience working in a retail clothes outlet and/or in a financial/accounting role
- A good understanding of Point of Sale transactions
- A current motor vehicle licence
- Demonstrated proficiency and competence in IT systems such as Microsoft Office applications, Xero and Hike

Personal Attributes

- A committed Christian and active member of a church
- A commitment to the school’s Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school’s Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- The ability to be discreet and maintain confidentiality

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Business Manager via the Finance Manager. Key responsibilities of this position are as follows:

Shop Operations

- Provide customer service assistance to all members of the school community who visit the shop
- Undertake the basic financial responsibilities of the shop including Point of Sale

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transactions, till reconciliation, bank deposit preparation, purchases and general cash book extras

- Liaise with the Finance Manager regarding the financial operations of the Shop
- Provide advice to the Business Manager on possible operational changes and/or initiatives for the Shop
- Prepare notices and newsletter advice, promoting activities of the Shop

Management of Stock

- Manage stock levels in the shop by undertaking the following:
 - Ordering of stock
 - Display of Stock
 - In conjunction with Business Manager, pricing of stock
 - Sale of Stock
- Undertake regular stocktakes in accordance with advice received from the Finance Manager

Other

- Carry out other duties as directed by the Business Manager and/or the Finance Manager from time to time.

Hours of Duty

This is a permanent part-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23