



Position Description

Position: Uniform Shop Manager

Position Status: Part-time

Classification: Education Schools General Staff Award 2020 Level 3.1

Reports to: The Uniform Shop Manager is directly answerable to the Business Manager and ultimately to the Principal.

King's College

King's College is an ELC to Year 12 Christian independent school located in the coastal city of Warrnambool in south-west Victoria. The College is a member of Independent Schools Victoria and Christian Schools Australia. The College was founded in 1986 by the Presbyterian Church and seeks to appoint staff who are passionate about education, with the highest professional skills who actively support the Christian teachings and values of the school. This will be visibly demonstrated through an active Christian faith demonstrated through a Biblical worldview that demonstrates the College values of faith, excellence, integrity, respect, perseverance, and humility. All staff must also be committed to a culture that supports and embraces Child Safe Standards.

Position Overview

The Uniform Shop Manager is responsible for the effective operation of the Uniform Shop and general administration tasks.

Selection Criteria

1. Excellent communication skills.
2. High level organisation skills.
3. A strong work ethic and the capacity to work with limited supervision.
4. The capacity to manage own workload to meet required needs and deadlines.
5. Ability to use relevant technology and to manage the financial operations of the Uniform Shop.

The successful applicant must have a current Victorian Working with Children Clearance (Employee).

Duties

- Outfit and sell uniforms as required
- Count in and record new stock
- Price and enter second hand clothing given to the shop
- Restock shelves and reorder stock as required
- Supervise volunteers during peak periods in the shop
- Maintain financial records of transactions

- Undertake an annual stocktake
- Maintain effective communication with all staff, students, parents and suppliers
- Provide general administrative duties to the main office as required
- Uphold the College's Child Protection Program actively supporting the College's zero tolerance to all forms of harm to children.
- Be familiar with, and adhere to, the College's child protection policy and code of conduct and report any matters of concern to one of the College's Child Protection Officers.
- Foster family confidence in all aspects of the College
- Act as a positive role model for students
- Other relevant paraprofessional duties as directed by the Principal

Qualifications and Competencies Required

- Integrity and professionalism
- Excellent customer service skills
- Sound personal organisation
- High personal grooming standards
- Strong knowledge and skills in the retail industry
- Intermediate computer skills (stock management, point of sale, email, Word, Excel)
- Ability to work with limited supervision
- Ability to meet deadlines