

St Andrew's Prep

EASTBOURNE

Job Description

- 1. Job Title:** School Shop Manager
- 2. Responsible to:** Finance Bursar
- 3. Job function:** Responsible for the sales of St Andrew's Prep uniform, games kit, stationery and classroom resources; stock replenishment; and cash or credit card reconciliation.

4. Duties and responsibilities:

Duties include the following but this list is not exhaustive and intended only as a guide:

- Serving customers, both parents and children – inputting cash or credit sales on computer
- At end of day balance cash, cheques and card sales to computer sales totals
- Pay cash and cheques into SACS (St Andrew's Clothing Shop) bank account
- Ordering uniform from suppliers, checking and pricing/barcoding deliveries
- Enter all stock on to computer and revaluations if required
- Checking suppliers' invoices and passing to the finance team to pay
- Liaise with outside agencies i.e. College external auditors and HMRC inspectors when required
- Monitor stock levels throughout the year ensuring stock is ordered on time especially non-stock items that are made to order for St Andrew's
- Checking, sorting, pricing second hand uniform brought in for resale. On a termly basis, credit parents' accounts for saleable items and send cheques to those who have left
- Keep parents informed of new items of uniform
- Liaise with Head and Deputy Head for any changes to uniform
- Liaise with Marketing Manager for branding on new items of uniform
- Carry out annual stock take during the first week of the summer holiday
- Liaise with Director of Sport and Heads of Department
- Make appointments with current and new parents for the last three weeks of the summer holiday. Contact new parents in advance to inform them of opportunities for purchasing uniform
- Liaise with Head of Boarding and Boarding Matron to ensure all boarders have correct uniform ready for naming
- Contact parents and prepare uniform kits for short term boarders during the summer term and arrange for kits to be named
- Arrange order, supply and distribution of Leavers' hoodies
- Order and arrange distribution of stationery and classroom resources as requested by HODs for Prep department during the summer holiday
- Order all photocopying paper for school and monitor stock levels

5. Person Specification:

The successful candidate should possess the following person specifications:

- Good organisational and administrative skills
- An ability to follow instructions but also to think for themselves and use initiative
- Excellent IT skills. Ideally including Epos payment system
- Willingness to be flexible over days and hours worked at busy times is essential
- Be positive and motivated
- Communicate confidently with parents and visitors
- Pleasant attitude, especially towards young people. Understand and espouse child protection practice and is committed to safeguarding and promoting the welfare of children
- Able to show absolute integrity and honesty
- Previous retail experience, including ordering and stock control is essential
- Ability to move stock including working at heights using ladders
- An understanding of prep schools would be advantageous but not essential.

6. Terms and Conditions

Hours of work: 8.00am to 10.30am Monday, Wednesday and Friday during term time plus four weeks full time during the School holidays. During term time the shop will close at 10.00am giving time for paperwork and ordering to be completed. Flexibility over days and hours worked at busy times is essential as parents often make appointments outside these hours. **This is a fixed term appointment to the end of Summer term 2020, plus one week.**

Salary: Based on £10.44 per hour

Holidays: 28 days annual leave to be taken during School holidays, with the exception of the four weeks required to work. Pay for this is included in the salary.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute a minimum of 3%. You may choose to opt out of the pension scheme.

7. Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

St Andrew's Prep is an equal opportunities employer.

8. Application Process

Candidates should complete all sections of the application form and return it along with a brief covering letter, and a CV, to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: 18 February 2019

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.