



Atlantis Beach Baptist College

Uniform Shop Manager Duty Statement

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Uniform Shop Manager. It is expected that the appointed person will work collaboratively with other staff.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

Duties and responsibilities of the Uniform Shop Manager

The Uniform Shop Manager's role contributes to the provision of quality services by providing administrative support for Atlantis Beach Baptist College in a professional and efficient manner, which will reflect the College's mission, Christian values and reputation.

The Uniform Shop Manager is required to demonstrate initiative and work as an enthusiastic flexible team member in accordance with the College's office routines and procedures.

The Uniform Shop Manager is responsible for the efficient running of the Uniform Shop including purchasing stock, coordinating staffing requirements and the pricing and selling of uniforms. The Appointment follows consideration of the applicant's professional qualities and Christian commitment, which must be demonstrably maintained as seen in professional performance, frequent church attendance and in manner of life.

Context and Limit of authority

This position undertakes activities in a routine manner with the work being largely self-managed or as directed by the College Principal while working closely with the College Office Manager. This position requires some degree of problem solving, creativity and judgement in order to fulfil the objectives and requirements of the position.

This position can assist with creative and innovative thinking in the development of new solutions. It makes routine decisions on a daily basis that are with current policies or procedures but refers to the Principal for those outside this scope or are new to the College.

Qualities, Skills, and Attributes

- An ability to work with and relate to children and their parents
- Strong administration skills – organised, thorough, with meticulous attention to detail
- Excellent communication skills (verbal and written)
- Ability to work effectively under pressure and meet deadlines
- Excellent levels of computer literacy and touch-typing skills
- High level of proficiency in the use of Microsoft Office and willingness to learn other College based software relevant to the Uniform Shop such as MYOB and MAZE.
- The ability to create a positive, friendly impression with all people
- Ensure the Uniform Shop is clean, tidy and neat at all times
- Be proactive, punctual and reliable and perform your duties to a high professional and ethical standard

- Be well-presented and spoken
- Maintain a well-groomed and business like appearance
- Excellent telephone skills
- Vibrant, friendly, customer focused nature
- Enjoy dealing with people on a daily basis, being tolerant and polite but assertive
- Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community as well as Uniform Suppliers.
- Provide the College Principal and other senior staff with professional administrative support.
- Follow and implement all relevant College policies and procedures
- Demonstrate the College values in attitude and practice
- Maintain a personal Christian faith
- Support and contribute to the Christian ethos of the College
- Actively “live out” the College’s Christian mission
- Seek to resolve differences constructively
- Attend after hours and weekend College events as required
- Ensure the Uniform Shop provides an effective and efficient service to staff, students, parents and community members.
- Ensure the effective management of communication with College families (electronic, postal service or telephonic).
- Ensure Uniform Shop is kept organized and paperwork and data filed appropriately.
- Ensure accounts and annual Stocktake is efficiently managed.
- Ensure enquires from staff, students, parents and community members are dealt with promptly.
- Ensure that inventories of uniform supplies, equipment and materials are maintained for the purpose of ensuring the availability of items needed.
- Ensure that all new parents and students to the College are received in a friendly and professional manner.
- Ability to work under pressure and set priorities
- Displays initiative

- Desirable**
- Maintain excellent standards of customer service at all
 - Previous retail experience
 - First Aid qualification

Management and Administration

To effectively oversee the coordination of the operations of the College Uniform Shop by:

- Assisting students and parents with the purchase of their uniform requirements.
- Ensuring cash management procedure are followed and that the daily cash reconciliations are completed.
- Attending to the ordering of the stock for the shop.
- Establishing and maintaining sound working relationships with suppliers
- Ensuring that adequate stock levels are maintained and that stock delivered is of adequate quality
- Pricing and displaying of stock

- Supervising paid and voluntary staff in the performance of their duties in the Uniform Shop, and ensuring that such staff are properly trained and informed to carry out their required duties in an efficient and safe manner.
- Maintain rosters for volunteer staff or parent helpers
- Ensuring the Uniform Shop environment is clean, tidy and safe.
- Undertake regular stocktakes
- Preparing notices and articles relating to the Uniform Shop for newsletters and other publications.
- Updating the Uniform Shop price list
- Promote new uniform items to parents and students who visit the Uniform shop
- Inform the College Management Team (CMT) of parent and student feedback relating to the College uniform.
- Respond appropriately to parent complaints and inform the Office Manager and Principal of all complaints from parents and students
- Maintaining the second-hand uniforms list on the College website
- Attending to other duties as requested by the Principal.
- Maintaining the online ordering and reconciliation.

Involvement in College Life:

- Attend College functions, events and meetings in and out of schools hours and undertake duties related to their role in the College.

Qualifications

- The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.
- Police Clearance and Working With Children Check is required.

EMPLOYMENT DETAILS

The position is part time 0.4FTE commencing January 11 2016, working 40 weeks per year during school term, and the second week of Term 1,2 and 3 school holiday. Five weeks annual leave is to be taken following the final staff day in Term 4 each year (ie Christmas/New Year period).

Working Tuesday and Thursday 15 hours per week as below

Tuesday 8am – 4.00pm (30 minute lunch break)
 Thursday 8am – 4.00pm (30 minute lunch break)

(NB: Until July 2016 these working days may be Thursday and Friday)

Additional hours are required to work during busy periods and stock take, usually this is prior to the start of the school year and season changes and will be paid on an hourly basis or a negotiated leave in lieu arrangement made.