



School Shop Assistant
To start as soon as possible

Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A*/A/9-7 grades at GCSE and around 80% achieving A*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

The Department

The School shop is a welcoming and helpful hub of the Dauntsey's community. We stock all the required uniform alongside a wide range of sports accessories, toiletries, stationery, greeting cards and gifts. The role reports to the shop Manager, who you will work with, looking after our customers.

Job Description

Key Duties and Responsibilities:

Line Manager: School Shop Manager

Role Overview: This is a varied role which encompasses all aspects of retail work, in a shop which is very proud of its customer service.

Key Duties and Responsibilities:

- Assisting the School Shop Manager to ensure the Shop runs professionally and efficiently on a daily basis.
- Selling stationery, uniform and sports accessory items to pupils, parents and staff on a daily basis.
- Ensuring stock items are barcoded correctly prior to sale and replenishing stock on the Shop Floor.
- The accurate checking of deliveries against delivery note and orders.
- Maintaining organised storage for stock.
- Communicating low stock items to Shop Manager for reordering.
- Ensuring both front and back of house areas are clean, tidy and clutter free.
- The recording and distribution of large amounts of lost property on a daily basis and emailing pupils and academic staff accordingly.
- The organisation and pricing up of second-hand items for sale.
- Performing uniform fittings on new pupils and fitting current pupils with replacement uniform.
- Liaising with the parents of current and new pupils in a calm and professional manner.
- Adopting a "firm but fair" approach to all pupils and using discretion at all times.
- Assisting with the annual stock take.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

Safeguarding

Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Person Specification

Skills and level of experience

Essential

- A team player but also be able to work independently and sometimes alone
- Calm under pressure and in busy situations
- Organised and tidy
- Experience in a customer facing environment
- Demonstrate patience, flexibility and a sense of humour with a can-do attitude

Desirable

- Able to prioritise in a busy customer focused environment
- Experience in retail eg High Street
- Handling cash/card payments

Abilities, Behaviours, Attitudes and values

Essential

- Passion for delivering a great service with a smile to all our customers - pupils/parents/staff/visitors
- Approachable/polite/discrete/kind/firm/fair
- Smart and presentable
- Undertake a variety of tasks whatever is required
- Ability to work in a way that promotes the School, the safety and wellbeing of children and young people.

Desirable

- Able to be flexible re sickness cover

Qualifications

- GCSE or equivalent Maths and English

Training

Full training for the role will be given to support the successful candidate.

Terms and conditions

Hours of work

We are recruiting for an afternoon position. These hours are required for the School term time weeks only.

Afternoon role:

From mid September to the end of Spring Term you will be required to work from 12.00 – 15.00 Monday-Friday. From the start of the Summer Term to mid September, you will be required to work from 12.30 – 17.00 Monday-Friday.

In addition, you will be required to work at the following times:

- 1 week after the end of the Summer Term, to assist with the stock take;
- the last week of August until the start of term to assist with measuring for new school uniform, known as kit ups;

You will also be required to help with occasional cover on a Saturday, to help cover other staff absences or at the beginning of a term. Hours worked on a Saturday are likely to be worked between 10.15 – 14.15.

Salary

As the hours vary at different times of the year, the salary is also likely to vary up or down each academic year. This is because school term dates and lengths can change and the salary will reflect the actual requirement of the role. Details of what is required and any changes in salary will be shared with you before each new academic year.

The pro-rata salary for the roles are:

- £7,218 per annum, inclusive of annual leave and bank holidays
- Payment for the additional hours that you are required to work (as outlined above) will be claimed for each time, and will be in addition to your salary.

Application Process

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Monday 4th October and e-mailing it, together with a letter of application, to Pippa Booth, HR Assistant, on recruitment@dauntseys.org. Please indicate on the application form whether you are applying to the morning or afternoon role.

Thank you for your interest in the position.