



**ALL SAINTS'
COLLEGE**



UNIFORM SHOP MANAGER (Permanent part-time position)

The position

Reporting to the Director of Business and Administration, the Uniform Shop Manager is responsible for the day-to-day operations of the shop, which includes sales and customer service. The Uniform Shop Manager is required to work on average, 13 hours per week during school terms, in addition to an additional 5 weeks throughout periods of school holidays. The hours for the position are 7.15am to 11.45am on Tuesdays and 1.00pm to 5.15pm on Wednesdays and Thursdays.

About you

You are an experienced retail manager, who would appreciate working in a warm and friendly community environment where you can demonstrate your flair for merchandising and passion for providing exceptional customer service. You are also a highly motivated and enthusiastic individual, who has the ability to create a welcoming atmosphere for our staff, students and parents.

You can also demonstrate:

- experience in managing a retail outlet or uniform store, including supervisory duties;
- a commitment to exceptional customer service;
- an understanding of stock control in a retail clothing setting;
- computer literacy that includes a working knowledge of Microsoft Office products
- a commitment to maintaining a safe workplace that is free from discrimination;
- highly developed interpersonal and organisational skills;
- a current Working with Children Clearance (or ability to obtain this clearance); and
- a commitment to supporting the College's Anglican ethos.

About us

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state-of-the-art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre. Our staff are welcome to use our facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings staff often drop by *Wanju*, our College café for a coffee and a chat with other members of our All Saints' community.

We understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before - and after- school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary

Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Notebook computers (and iPads, depending on your role) for relevant staff
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration, and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to our Uniform Shop, and why you wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history and the contact details of two referees.

For further information, a copy of the duty statement, and to apply for this position, please visit <http://www.allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website. Due to our recruitment processes we do not accept hard copy applications.

Should you have any queries, please do not hesitate to contact our Human Resources Advisor, Sophie Aplin, on (08) 9288 2402.

Applications close at 9.00am on Tuesday, 27 September 2022.