



DUTY STATEMENT

Uniform Shop Lead

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

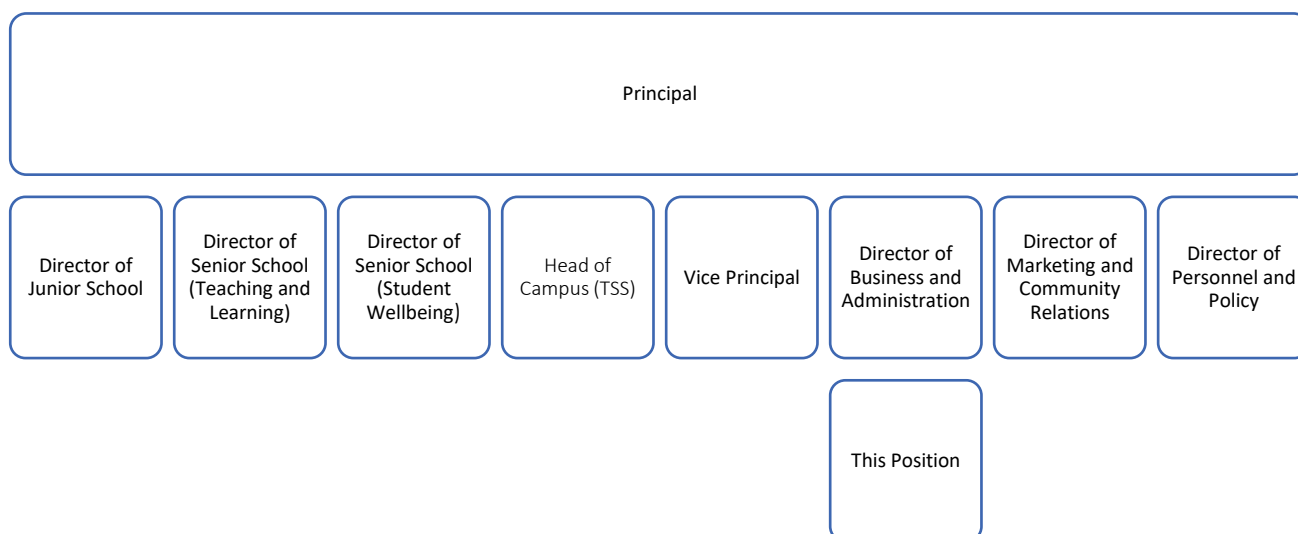
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

Reporting to the Director of Business and Administration, the Uniform Shop Lead is responsible for the day-to-day operations of the shop, which includes sales, customer service, management of staff, and inventory control.

Organisation Structure



Key Responsibilities

The Uniform Shop Lead will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Uniform Shop Management:

- a) Create welcoming environment for students, parents, staff and suppliers.
- b) Model exceptional customer service. Maintain the presentation of the shop.
- c) Assist customers with appropriate selection and fitting of uniform items.
- d) Respond to customer enquiries or complaints in a timely manner (including online shop for ASC and The Studio School).
- e) Liaise with the DBA to ensure adequate uniform stock is available for new students.
- f) Roster staff and volunteers ensuring appropriate staffing levels for all occasions.
- g) Develop and maintain operating procedures and guidelines for the Uniform Shop.
- h) Ensure staff and volunteers comply with Health and Safety legislation and Equal Opportunity legislation, and that the College's values of Empathy, Respect, Integrity and Courage are maintained.

Administration and Accounts:

- a) Undertake administrative tasks associated with the operation of the Uniform Shop including receiving and receipting cash and electronic payments.
- b) Responsible for the operations of the 2nd hand uniform shop (process uniforms for sale, monthly payments to customers).
- c) Inventory management, including monthly stock reports, seasonal ordering within Inventory management, including monthly stock reports, seasonal ordering within overstocking and running out of stock.
- d) Manage the on-line shop.
- e) Manage timesheets for casual staff.
- f) Provide daily sales summaries to Accounts Department.
- g) Manage via correct procedure the introduction of new and phasing out of old College uniform items.
- h) Manage the College uniform supplier partnerships.
- i) Responsible for the setup and maintenance of the appointment booking system for summer and winter changeover of uniforms including organising holiday trade.
- j) Participate as an active member of the College Uniform Committee.

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.
- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) On occasions, you may be directed to undertake other duties as required.

The College recognises that Duty Statements are dynamic documents.

They are reviewed annually or as required.

September 2026

ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Experience in managing a retail outlet or uniform store, including supervisory duties
- a commitment to exceptional customer service
- highly developed interpersonal and organisational skills
- flexibility for extra hours of work during summer and winter changeover (including January and April holidays)
- an understanding of stock control in a retail clothing setting
- a commitment to maintaining a safe workplace that is free from discrimination
- a current Working with Children Clearance (or ability to obtain this clearance); and

Desirable

- Computer literacy that includes a working knowledge of Microsoft Office products and retail computer packages
- previous experience working in an educational organization
- an interest in basic sewing, textiles.