



Uniform Shop Lead

(PERMENANT, PART-TIME)

Ongoing, part-time role during school term time (plus 1 week): 25 hours per week during on-campus weeks.

Role Highlights

- Be part of a welcoming school community where relationships and customer service are at the heart of everything we do.
- Contribute to an important service that supports students and families throughout their educational journey.
- Enjoy a school term-time position with additional hours during key trading periods and seasonal changeovers.

The Role

All Saints' College is seeking an enthusiastic, customer-focused professional to lead the operation of our Uniform Shop.

Reporting to the Director of Business and Administration, the Uniform Shop Lead is responsible for the day-to-day management of the Uniform Shop, ensuring a high standard of service for students, families and staff. The role encompasses customer service, stock management, online sales, administration and the supervision of casual team members.

The position works an average of 25 hours per week during school terms, plus additional hours during key holiday trading periods and seasonal uniform changeovers.

This term-time plus position offers approximately 12 weeks of non-working time each year, including 5 paid weeks, supporting a balanced and sustainable work-life rhythm. The role is 25 hours per week during on-campus weeks (plus 1 additional week), with an annualised FTE of 0.5749. Some flexibility to work additional hours during peak periods, such as the lead-in to seasonal uniform changeover, will be required.

Key Responsibilities

Uniform Shop Lead

- Lead the day-to-day operation of the Uniform Shop and deliver an exceptional customer experience.
- Manage stock levels, seasonal ordering and inventory control processes.
- Coordinate online sales, customer enquiries and appointment bookings.
- Supervise, roster and support casual team members.
- Maintain supplier relationships and support the introduction of new uniform items.

- Contribute to the ongoing improvement of shop operations and procedures.
- Ensure the Uniform Shop presents as a welcoming, organised and professional retail environment.

About You

You enjoy working with people and take pride in providing exceptional customer service. You are organised, approachable and able to work independently while building positive relationships with students, families and colleagues.

Successful applicants will demonstrate:

- Strong customer service and communication skills.
- Well-developed organisational skills and attention to detail.
- Experience in retail, stock control and staff supervision.
- Strong administrative and computer skills, with the ability to manage online ordering systems.
- The ability to work effectively both independently and as part of a team.
- A commitment to creating a welcoming and inclusive environment.
- Flexibility to assist during peak trading periods and school holiday changeovers.
- A commitment to maintaining a safe workplace and supporting the College's Anglican ethos.
- A current Working with Children Check, or the ability to obtain one.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing, including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Benefits

We're committed to creating a workplace where talented people feel supported, valued, and inspired to thrive. That's why we offer a comprehensive suite of benefits designed to enhance your wellbeing, reward your contribution, and support your life both inside and outside of work. From financial advantages and generous leave entitlements to professional growth opportunities and a vibrant staff community, our benefits reflect our dedication to attracting and retaining exceptional staff.

- Enjoy extensive paid parental leave and long service leave entitlements

- Convenient free onsite parking for all staff
- Restless Curiosity and Professional Development opportunities
- Access up to three days of personal leave for important personal matters
- Engage in regular social and wellbeing activities and events
- Free wellbeing support with access to employee assistance program
- Onsite childcare centre
- Staff savings with third parties such as Paywise, HBF, Westpac and Flight Centre

Our vision

Making a positive difference in our world.

Our mission

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.

Our values

Empathy:	seeking to understand the perspective and experience of others
Respect:	for self and others, for community and environment
Integrity:	acting with moral strength and grace, guided by humility and compassion
Courage:	to be our best selves

How to Apply

Please submit a one-page cover letter addressed to the Director of Business and Administration together with your current CV.

Applications will be reviewed as they are received and the College reserves the right to close the advertisement once suitable candidates have been identified.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Kate Pascoe, Senior Human Resources Advisor on (08) 9313 9333 for a confidential discussion.