Westminster School is a Uniting Church, coeducational day and boarding school that cares for 1100 students from Early Learning Centre to Year 12. Our School was established in 1961 and is located on 23 hectares 11 kilometres south-west of the city centre of Adelaide. Westminster’s holistic approach to education ensures that the social, emotional, spiritual and physical wellbeing of each student complements their academic success

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position name</th>
<th>Shop Manager</th>
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<tbody>
<tr>
<td>Area of School</td>
<td>Uniform Shop</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Permanent Part-time – 25 hours per week.</td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>Educational Services (Schools) General Staff Award 2010</td>
</tr>
<tr>
<td>Key Relationships</td>
<td>Whilst the Principal is responsible for all staff the Shop Manager is within the School’s General Staff structure and is responsible and accountable to the Director of Corporate Services. This position supervises Shop Assistants and works closely with the (Shop) Administration Assistant.</td>
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</table>

**Broad Objective:**
The objective of the position is to provide a high calibre of retail management expertise to ensure the efficient operation of the functions and activities of the Westminster Shop in order that it can trade profitably and provide a high level of service to the School’s community.

**Key Responsibilities:**
The functions of the position will require actively working on the business and clerical functions with a particular emphasis on the retail industry, and the provision of specialist advice to management. It will also require the oversight and training of other staff engaged in the shop.

**General:**
- Sourcing products and suppliers, initiating new lines, organising Committee meetings times and Agenda points.
- Networking with other Uniform shop Managers, suppliers, manufacturers, retailers and other school contacts.
- Computer Maintenance including being aware that systems used are appropriate and fully functional.
- Management, supervision and oversight of all shop functions.
- Producing and maintaining procedures.
- Marketing including advertising and product development.
- Accounting functions including reconciliation of daily sales and till receipts and banking of receipts.
• Maintenance of computerised stock and point of sale system and monthly rotational stock takes to verify stock levels against computerised records.
• Supervision, rostering and training other staff.
• Ongoing liaison with the Director of Corporate Services and other key management staff.
• Indent Ordering and overview purchasing of stock refill items in conjunction with the Administration Assistant.

Key Selection Criteria: Qualifications, Skills and Experience:

Essential
• Sound organisational and time management skills.
• A high level of management, sales and administrative skills, particularly as they apply to the retail industry.
• A working/functional understanding of computerised Windows operating system, use of PC’s on a network and use of email.
• A sound understanding of bookkeeping theory as it relates to the retail area and an intimate knowledge of computerised retail point of sale systems.

Desirable
• A working knowledge of computerised accounting functions.

Key Selection Criteria: Personal Qualities:
• Tact, diplomacy, initiative and interpersonal skills.
• Great listening and conflict resolution skills.
• Positive approach to the shop the school and any changes within.

Safety and Wellbeing:
All staff must:
• Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
• Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
• Read and adhere to all Westminster OHSW policies

Conditions of Employment:
• All applicants must be eligible to work in Australia
• All staff must satisfy child protection screening and adhere to Westminster’s Student Protection policy
• First Aid certification
• Responding to Abuse and Neglect certification