

Position Information Document

Education Support Officer – Uniform Shop Manager

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Name:			
Title:	Uniform Shop Manager		
Employment Type:	☒ Permanent ☐ Temporary ☐ Replacement	ESO Grade:	3
Stream:	Services	Hours	18
Hours/Days of Work:	As per Contract	Weeks Per Year:	45

Key Working Relationships

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| <ul style="list-style-type: none"> • Business and Finance Manager (Reports to) • Principal and College Executive • Uniform Shop Assistant | <ul style="list-style-type: none"> • Administration Staff • External Suppliers • Students / Parents / Families / Community |
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Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition. The College is one of Adelaide's oldest and most respected Reception - Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans. Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The **Uniform Shop Manager** will promote the CBC and EREA mission, vision, values and touch stones in all aspects of the role. They will work within available budgetary and staffing levels. They will establish and maintain positive working relationships with staff, the wider community, students and their families. They will have well developed skills in Customer Service and the ability to communicate effectively with all members of the College community and its external partners.

The **Uniform Shop Manager** will have the knowledge, skills and demonstrated capacity for the self-directed application required to perform tasks involving independent use of a high degree of technical, or applied theoretical knowledge, and interpersonal skills.

The **Uniform Shop Manager** is responsible for the following;

- The daily management and long term planning of the College Uniform Shop
- Ensuring that the Uniform Shop provides excellent customer service to students, families and staff
- Supports the Senior and Junior campuses
- Maintaining efficient stock levels to service customer needs

Duty Statement

Key Responsibilities and Duties

- Responsible for daily management and long term planning of the Uniform Shop
- Management of stock control, placing orders and regular stock takes
- Liaise with suppliers, sales representatives, staff and parent bodies
- Responsible for the delivery of quality uniform in a timely manner
- Develop and maintain appropriate systems and controls for cashiering and all stock (including second hand uniform)
- Oversee the budget prepared in consultation with the Business & Finance Manager
- Ensure finance related items are completed in a timely manner – reconciliation reviews and the timely approval of purchase orders and tax invoices for payment to suppliers via the Alii system.
- Supervision of uniform assistants and casual staff as required
- Responsible for processing of QKR On-line orders in a timely manner and informing customers when ready
- Responsible for managing Staff Uniform
- Undertake other duties as required/directed by the Principal (or delegate).

Special Requirement

- Some out of hours work outside the core working hours may be required to ensure that the College needs are met in fitting students with the College uniform.

Person Specifications

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition
- Confident with invoicing/cash receipting/EFTPOS
- Working experience in supervisory and leading others role
- Experience in a community managed organisation
- Effective oral and written communication skills
- Reliable, motivated and capable of functioning effectively both as an individual and a member of a team
- Ability to work with individual children with particular needs
- Ability to interact with students/children in a positive, sensitive and respectful manner
- Ability to cope in an emergency or in a stressful situation
- Exceptionally organised with the ability to forward plan
- Ability to liaise with relevant authorities and community groups
- Be committed to questioning processes and practices in pursuit of continuous improvement
- Current unrestricted drivers licence

Specific Requirements

Qualifications and Experience

- Minimum 5 years' experience and knowledge in retail/garment sales management; purchase orders, receiving goods, stock management and basic accounting practices
- Competent and proficient in the use of MS Office applications (including Outlook, Excel, Word,) and school administration systems or equivalent (Synergetic, Alii).
- Act in accordance with the EREA and CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Work Health & Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate): _____ Date: ____ / ____ / ____

Signed (Employee): _____ Date: ____ / ____ / ____