



# ST PETERS GIRLS

**Position Description:** School Shop Manager  
**Level:** Part-time, Permanent position  
**Reports to:** Assistant Business Director

## The School

At St Peter's Girls' School, we focus on collaboration, creative thinking and innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

## About the Role

St Peter's Girls' School Shop provides a service to the School and School community. It is the central point for ordering goods, receipting School fees and sales including School uniforms, stationery and tickets for some School events (when not available online).

The role includes:

- The day-to-day running of the School Shop
- Receipting of money including School Shop sales, School fees and tickets to some School events (when not available online)
- Purchasing goods and placing orders for teaching and support staff
- Ordering and sale of goods to the students and parents
- Coordinating the annual student stationery and textbook requirements
- Annual stocktaking of the School Shop stock

The School Shop Manager is an integral part of the Administration team and reports to the Assistant Business Director.

## Skills and Personal Attributes

- Sales and shop management experience and good interpersonal skills with parents, students, staff and suppliers
- Cash handling experience
- School Uniform Shop or similar experience
- Purchasing/ordering experience
- Computer literacy in Synergetic and the Microsoft suite
- Ability to work independently under pressure and to meet deadlines
- Initiate problem-solving and flexibility

## **Responsibilities**

### **New Clothing:**

- Some items of Uniform are manufactured in South Australia and contact is made directly with the manufacturers. Other manufacturers are offshore, but their goods are supplied through Australian companies that send representatives to service schools.
- The School Shop carries all uniform items needed by the students except for footwear.
- As the School Shop is the sole provider of the St Peter's Girls' School Uniform, care is taken to ensure that, wherever possible, a complete range of sizes and uniform items are in stock for the current season.
- Advanced planning is required as there is a time delay between ordering and delivery, sometimes up to six months.
- Regular meetings are held with sales representatives to discuss the School Shop's needs.

### **Second-Hand Clothing:**

- The School Shop undertakes the sale of second-hand items of Uniform on consignment. The items must be in good condition and all items accepted by the School Shop for resale are recorded and priced for resale. Any garments rejected by the School Shop are recorded and the reason for rejection is noted. All items are processed on delivery to the School Shop and, if accepted, put out for sale. Payment for any items sold is made once a term by credit to School fee accounts for current students or EFT to a nominated bank account for former students.
- Used clothing is available for purchase whenever the School Shop is open.

### **Stationery and Memorabilia:**

- The School Shop carries a broad range of basic stationery items for staff and students.
- A limited range of memorabilia is sold in the School Shop.

### **Annual Student Stationery and Textbook Requirements:**

- In consultation with the Heads of Sub-Schools and Heads of Departments, the School Shop organises the annual online textbooks, stationery packs for Junior School and stationery for Middle and Senior School.

## **All School Receipting**

Cash, cheque, EFTPOS and Flexischools receipts are administered through the School Shop including:

- Fee payments (cash only)
- Uniform sales
- Stationery sales
- Other Shop sales
- Tickets for events (when not available online)
- any other processes requiring receipting

## **School Purchases**

Most stationery and staff purchases are placed through the School Shop. The School Shop is the centralised point where goods are ordered and received for the School. This includes:

- Placing orders and advising staff when orders are received.
- Liaising with the Business Director to centralise suppliers.

## **Other Duties**

- Management of online School Shop and processing of orders
- Providing End of Month reports to Finance
- Research and development for special event/commemorative items in liaison with staff members and suppliers;

organising samples, quotes and fit ranges for same.

- Organising the Prefect Blazers annually when positions are announced and liaising with the supplier.
- Coordinating blazer Pocket Point embroidery at the end of each term.
- Organising staff name badges.
- Arrange gifts as directed.

### **A Career at Saints Girls**

- The unique opportunity to work in a highly regarded Independent School that upholds a culture of excellence.
- Collaborative and passionate team environment with a connected and inclusive community.
- Internal and external professional development opportunities.
- Contemporary and high-tech learning spaces.
- Opportunities to engage in co-curricular offerings and School events.
- Well-resourced and supported teaching and learning.
- Onsite parking is available.
- Employee Assistance Program.

### **Conditions**

This is a permanent, part-time position for 39 weeks per year with four weeks' annual leave (pro-rata). Working hours are in accordance with your contract. At times, it will be necessary to open the School Shop for longer hours and/or to open some days during the School holidays.

The salary is determined by the St Peter's Collegiate Girls' School Enterprise Agreement. Other conditions are as outlined in the Enterprise Agreement.

**Cherylyn Skewes**  
**Principal**  
**July 2024**