

# FARLEIGH

## SCHOOL

<b>JOB DESCRIPTION</b>	<b>Uniform Shop Manager</b>
<b>Title of post:</b>	Uniform Shop Manager
<b>Responsible to:</b>	Deputy Head Organisation & Pastoral Oversight
<b>Purpose of the job:</b>	To manage and oversee the delivery of an operationally efficient Uniform and School shop provision with excellent service for all parents and pupils of Farleigh School.
<b>Particular Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Order stock and monitor inventory</li> <li>• Maintain effective relationships with suppliers, including visiting them where required, to ensure product quality and supply</li> <li>• Review costs, pricing and profitability and review the stock list on a regular basis, liaising with the School Accountant</li> <li>• Coordinate weekly/monthly/annual stock counts across uniform and other School shop stock</li> <li>• Ensure that stock is displayed correctly and replenished where necessary.</li> <li>• Administer and assist parents, pupils and staff with purchases from the School Shop</li> <li>• Process all deliveries and invoices and ensure that stock is put in the correct location</li> <li>• Open and close the School Shop where required</li> <li>• Provide high levels of customer service and pastoral care across all areas of the school shop</li> <li>• Manage and assist with uniform appointments</li> <li>• Maintain the cleanliness and presentation of the shops at all times</li> <li>• Ensure the uniform and sports kit is attractively presented</li> <li>• Alter and sew on labels for boarding children and for families arriving from overseas</li> <li>• Maintain an updated uniform list for parents</li> <li>• Record customer comments and refer any complaints to the Deputy Head Organisation and Pastoral Oversight</li> <li>• Undertake such other comparable duties as the Headmaster requires from time to time</li> <li>• Attend to other requirements requested by members of staff</li> <li>• Oversee and support the shop volunteers and ensure relevant training is provided</li> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact</li> </ul> <p><b>Working hours</b> – Approximately 20 hours shop time per week during term time, plus additional hours that are required to receive and process new stock, fit out current and new families, with particular care and attention to those arriving from overseas, which includes ordering bedding, towels and other items from the relevant suppliers.</p>
<b>Annual Review:</b>	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
<b>Safeguarding:</b>	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake

	your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. All staff are required to have an enhanced DBS disclosure.
--	---