

School Shop Manager

Start Date:	September 2019
Accountable to:	Bursar
Salary:	£6,600
Hours:	2 Mornings per week 8.00am – 12.00pm (term time) 1 Afternoon per week 2.00pm – 6.00pm (term time) Monday to Friday 8.00am – 4.00pm (Summer holiday period, up to 4 weeks)

Description

The School Shop is a vital function within the Cophorne Prep School community. The School Shop will often be one of the first departments that new parents engage with, and to this end a caring and considerate attitude is essential. This person will be responsible for, and empowered, to implement new procedures, and best practices to ensure that the shop provides a smooth service for our parents. Due to the nature of this position, the core hours may be variable in order to ensure that we are fully meeting the needs of the school shop user. To this end a degree of flexibility will be required in terms of actual hours worked, particularly during the higher demand periods of school uniform sales – typically around Easter and the Summer holidays.

Summary of Duties

By nature of the responsibility, the following Job Description is not exhaustive, but is a guide as to the main requirements of the role.

The Shop

- Administering the day to day running of the shop; creating the right environment for new children and their parents
- Providing a one-stop-shop for parents and children
- Liaising with the Registrar regarding new pupils and appointments for uniform fittings
- Responsibility for the second hand shop; taking in uniform and selling with a percentage of sale being returned to the parent
- Liaising with staff regarding their clothing requirements
- Liaising with staff regarding equipment to be sold in the shop

Stock

- Managing of stock; to include ordering, checking and pricing
- Liaising with external suppliers
- Forward planning of stock control
- To carry out an end of year stock take

Accounting

- Taking payment for uniform purchased
- Reconciliation of stock to invoices received

To undertake such other duties and responsibilities of an equivalent nature, as defined by the Bursar from time to time

Person Specification

- Have the ability to provide an excellent level of customer service to shop visitors
- Be diligent and organised, and pay attention to detail
- Strong oral and written communication skills
- Knowledge of using Microsoft Office, especially Outlook, Word and Excel. Experience of billing or accounting software also desirable.
- Have some flexibility regarding working hours, especially during the very busy back-to-school period in the summer holidays

Terms and Conditions

- Core working hours will be 12 hours per week, 8.00am to 12.00pm 2 mornings per week plus 1 afternoon during term-time. Due to the nature of this position, the core hours may be variable in order to ensure that we are fully meeting the needs of the school shop user. To this end a degree of flexibility will be required in terms of actual hours worked, particularly during the higher demand periods of school uniform sales – typically around Easter and the Summer holidays.
- Holiday entitlement is 28 days' holiday pro rata (which includes Public Holidays) per Holiday Year which is 1 September to 31 August. Due to the nature of this role, holiday pay has been included within the salary stated above and therefore actual holiday days are to be taken when you are not required to be in work. Bank Holidays are treated as normal working days if they fall during term time and the school is in session but time off will be given in lieu.
- Contributory pension scheme.
- The employee will be entitled to receive company sick pay
- In accordance with School policy, this appointment will be subject to a probationary period, being one year.
- One week's notice is required on each side to terminate this contract during the probationary period, after which one week shall be required for each complete year of service but with the minimum of four weeks and maximum of twelve weeks.
- The successful applicant will be subject to an enhanced check with the Disclosure and Barring Service

The application process

If you would like to apply for the post of School Shop Manager and feel you have abilities and skills we are looking for at our busy and thriving school, you should complete the application together with a covering letter explaining why you believe yourself to be an excellent candidate for this rewarding yet demanding role. Copthorne Prep is a wonderful place to work and we are committed to developing the successful candidate's career.

Applications should be sent electronically to mmarsh@copthorneprep.co.uk

Closing date is Friday, 12 July. Interviews will be asap.

All applications will be acknowledged by email. If you have not received an acknowledgement within 48 hours of submitting it, please contact Mrs Mandy Marsh, HR, Copthorne Prep School by telephone on 01342 712311.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we recommend you submit your application as early as possible.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment. All successful applicants are required to complete an enhanced disclosure application with the DBS (Disclosure and Barring Service). More details on the disclosure process can be found on www.gov.uk/disclosure-barring-service-check. Copthorne Prep School is an Equal Opportunities employer.