



## Duty Statement

<b>Position title:</b>	Uniform Shop Assistant
<b>Effective date:</b>	May 2025
<b>Position status:</b>	Part time (0.36 FTE)
<b>Days of work:</b>	Tuesday & Thursday
<b>Hours of work:</b>	8.00am – 4.30pm
<b>Award:</b>	Educational Services (Schools) General Staff Award 2020
<b>Agreement:</b>	Lake Joondalup Baptist College Inc. Operational School Staff Agreement 2018
<b>Reports to:</b>	Uniform Shop Manager through to the Executive Business Manager

### About the Position:

The Uniform Shop Assistant is responsible for assisting the Uniform Shop Manager with the efficient running of the Uniform Shop.

The Uniform Shop Assistant will assist with stock control, customer service, training and supervision of volunteers, money handling and reconciliation, liaising with school staff and suppliers and daily operational functions required for running the uniform shop.

### Duties and Responsibilities:

Duties related to the position include, but are not limited to the following:

#### 1. To effectively assist with the operations of the College Uniform Shop by:

- Serving students and parents with the outfitting and purchase of their uniform requirements.
- Assisting with the processing of sales and refunds
- Ensuring that the cash management procedures are followed and that the daily cash reconciliations are completed.
- Assisting with stock management including ordering, quality control and labelling of stock for the uniform shop.
- Maintaining adequate stock levels and the upkeep of visual presentation within the shop front
- Supervising, training and rostering of voluntary staff and parent helpers to ensure their duties can be carried out in an efficient and safe manner.
- Establishing and maintaining sound working relationships with students, parents, suppliers and staff.
- Maintaining current pricing of stock and updating price lists, including second-hand uniforms items where necessary
- Assisting with communications to families that include emails, articles, newsletters and other publications.
- Assisting with the sizing, purchase and distribution of special uniform orders for various events, Leavers attire, College Tours or other requirements upon request.
- Promotion of new uniform items to parents and students who visit the Uniform shop.
- Assisting with regular stocktakes and the annual stocktake if required.
- Performing ad-hoc administrative duties such as ordering stationery & shop supplies

## **2. Other Duties**

- Attend professional development in respect to the role as approved by Executive Business Manager.
- Attend office and staff meetings as required.
- Attend the Graduation or Awards evening as directed by the Executive Business Manager.
- Undertake other duties as requested by the Uniform Shop Manager and/or Executive Business Manager.

### **Professional Review:**

The Duty Statement description as outlined above is intended as a framework for professional review.

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### **Qualities and Skills**

- Excellent inter-personal skills, including the ability to interact with parents, suppliers and College staff
- Maintain excellent standards of customer service at all times
- Highly level of attention to detail.
- Friendly disposition.
- Ability to work effectively in a small team environment.
- An ability to work under pressure and meet strict deadlines.
- A practicing Christian, and able to provide a pastor/minister reference.

### **Qualifications / Requirements**

- Previous retail experience is desirable
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

### **Essential Selection Criteria**

1. A committed Christian and an active member of a church.
2. A minimum of 2 years' experience in a retail environment (within an educational setting is desirable but not essential).
3. Demonstrated ability to maintain confidentiality and discretion at all times.
4. High level of organisation, planning and time management skills with particular focus on accuracy and attention to detail.
5. Demonstrated experience in a customer-focused work environment and willingness to commit to an exceptional level of customer service.
6. Excellent interpersonal and communication skills.
7. Excellent computer and technology application skills (Microsoft Office Suite, preferably with knowledge of TASS).

### **Commencement date**

May 2025

Paul Sonneman-Smith  
College Principal

March 2025

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## How to apply and additional information

Please visit the Employment section on the College website

<https://www.ljbc.wa.edu.au/Employment.php> and refer to the section 'Application Information'.

Please read through the information

- ✓ Staff Code of Conduct Policy
- ✓ Statement of Faith
- ✓ Employment Collection Notice
- ✓ Employment Application Form

All applications must be submitted with a completed Employment Application Form, this is available for download on the Employment page.

### **Please ensure that you have included the following documentation in your application:**

1. Employment Application Form
2. Covering letter
3. Written response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Certified copies of qualifications where applicable
7. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement
8. Working with Children Check, or undertaking to apply prior to commencement
9. A written reference from your Pastor/Minister is desirable

Please submit your application by email and in **PDF Format** to: [HR@ljbc.wa.edu.au](mailto:HR@ljbc.wa.edu.au)

All applicants will receive a return email confirming that their application has been received. If you have not received this email within two days of sending your application, please contact Human Resources on 9300 7444.

**Please note that only applicants who are shortlisted for interview will be contacted.**

**Closing date for applications:** 4pm 14 April 2025