



## JOB DESCRIPTION

<b>Job Title:</b>	School Shop Manager	<b>Department:</b>	Commercial
<b>Hours of Work:</b>	Monday to Friday 15.30pm to 17.30 pm term time only + 1 full day during each half term		
<b>Responsible To:</b>	Head of Events	<b>Responsible For:</b>	N/A

### Summary of Role:

To be employed for the running of the school shop and daily duties including opening and closing, stock control and sales.

### Specific Responsibilities:

1. To order and stock food, confectionary and merchandise
2. To present a sufficient range, quantity and quality of retail items to satisfy the everyday expectations and needs of customers of the school shop
3. To ensure the security of stock
4. To supervise and operate the shop during the opening hours;
5. To keep track of sales, cash and credit card transactions, including daily cashing up;
6. To prepare termly stock inventory lists
7. To establish sales margins on all items
8. To organise and train volunteer students
9. To ensure the shop is clean and tidy on a daily basis;
10. To open the school shop over the easter and summer holidays periods to cater for external hirer clients (optional additional available hours)

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Possess excellent communication skills both written and verbal</li> <li>• Computer literate.</li> <li>• Capable of working alone and as part of a team.</li> </ul>	
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• To be reliable, punctual and enthusiastic.</li> <li>• Good communication and interpersonal skills (to liaise with pupils, parents, and staff as necessary).</li> <li>• Initiative to think and plan ahead.</li> <li>• Flexible.</li> <li>• Polite.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	