



POSITION DESCRIPTION

TITLE:	Uniform Shop Assistant
HOURS:	Part-time (15 hours per week) Term time with additional hours to be agreed
REPORTS TO:	Principal via the Uniform Shop Manager
COMMENCEMENT:	July/August 2025

POSITION OVERVIEW:

Liaises with:	Business Manager Finance Team Administration/IT Parents/Students
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PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the School. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

The Role

The Uniform Shop Assistant position will assist the Uniform Shop Manager with providing a personalised, welcoming, and professional uniform service to the families and communities of our School.

Conditions of Employment

The terms and conditions of employment are according to the *Independent Schools NSW (Professional and Operational Staff) Multi Enterprise Agreement 2025*. This position is classified as a School Operational Services – Level 1.

Hours of Duty

This is a part time position. The hours will be 15 hours per week spread across the week and to be agreed with the successful candidate. This is a term time role with additional hours to be worked during our busy back to school periods and some school holidays. This will be discussed at the interview stage.



The Uniform Shop Assistant, via the Uniform Shop Manager is responsible for the following:

- Assisting students, parents, and staff with uniform purchases.
- Handling enquiries in person, over the phone or via email.
- Processing sales using a POS (point of sale) system.
- Unpacking, checking and tagging incoming stock deliveries.
- Replenishing shelves and ensuring stock is neatly displaying
- Ensuring the shop is tidy, clean and presentable at all times.
- Maintaining changing rooms and assisting with fittings.
- Assisting with stock take and inventory control.

The skills and requirements of this position are:

- Experience in a similar role.
- Demonstrated attention to detail and a high level of accuracy.
- Demonstrated ability to work as part of a team.
- Clear and effective verbal communication skills.
- Ability to follow directions.
- Ability to work with minimal supervision and to show appropriate initiative.
- Strong organisational skills.
- Demonstrated customer service experience.

Desirable

- Proficiency with computerised retail Point of Sale (POS) systems.
- Experience working in a school and/or within the apparel retail sector.

Essential

- Working with Children Check clearance or willingness to obtain one

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.