



# Uniform Shop Manager

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

## Key information

- Permanent opportunity
- Part time two days a week term time

## Broad objective

The Uniform Shop Manager provides excellent customer service to current and prospective College families, welcoming them into the College community. The Uniform Shop Manager carefully manages inventory, maintains efficient operations, and takes pride in a professionally presented retail store.

This is a permanent role, 2 days per week, during school term time.

## Key relationships

- Current and Prospective Parents
- Current and Prospective Students
- Uniform suppliers and external stakeholders
- Principal
- Executive
- Registrar and Enrolments Staff
- Sport and PDHPE Staff
- Finance Staff

## Reports to

Assistant Director of Business Services

## Qualifications, skills and experience

- Substantial experience in retail management relating to women's or children's fashion. School uniform experience is desirable.
- Keen focus on the customer experience.

- A high level of management, sales and administrative skills.
- Warm and welcoming manner.
- Track record of excellent and professional service.
- Intermediate level of computer literacy including Word, Excel and Outlook.
- Experience in using computerised retail point of sale systems (experience in Lightspeed desired).
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Excellent verbal and written communication skills (with staff, parents, suppliers and students) with strong attention to detail and literacy.
- Ability to work in a team as well as being self-motivated and able to work autonomously.
- Demonstrated commitment to Christian values.

## Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website:

<https://www.roseville.nsw.edu.au/careers/>

However please note, interviews may commence upon receipt of suitable applicants.

This position description is subject to change based on College requirements.

**Applications close: 9 February 2025**

Roseville College is a member of The Anglican Schools Corporation (ASC).