

Information for Applicants

Uniform Shop Manager

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

We are seeking a highly organized, customer-focused Uniform Shop Manager to oversee the daily operations of our school uniform retail store. The successful candidate will be responsible for managing inventory, delivering excellent customer service, leading a small team, and ensuring the smooth and efficient running of the shop, especially during peak seasons.

The College in 2026 will move to a single trans-seasonal uniform, replacing separate summer and winter options. This significant change offers students greater comfort, flexibility, and choice in how they wear their uniform, while maintaining our shared identity and pride.

- ESO Grade 2 – Services Stream
- Permanent
- \$68,824 1.0FTE
- Commencing date 13 October 2025
- Work Pattern Term Time (46 weeks)
- Hours of work 15 hours per week 8.15am – 4.15pm 2 days
 - Including 1 week of each school holiday period

Application

Your application should include the following:

1. A cover letter
2. Your Curriculum Vitae, which provides details of your qualifications and/or experience as well as three recent referees.
3. Employment Declaration – Please ensure that you also complete the [CESA Employment Declaration Form](#) and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal

Applications close on Monday 8 September 2025 at 9:00am.

Position Information Document

Uniform Shop Manager

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Uniform Shop Manager is responsible for providing friendly, prompt and professional customer service within the Uniform Shop. Essential to the position is the ability to provide a warm welcome in all interactions with parents, staff, students and visitors.

Position Details

Position Title: Uniform Shop Manager

Key Working Relationships: Direct Line Manager: Business Manager
Accountable to: Principal
Uniform Shop Assistant
Students and Families
Suppliers

Standard Hours of Work: Hours per week: 15 Weeks per year: 46
2 days per week (negotiable) 8:15am – 4:15pm

Position Classification: Education Support Officer – Services Stream
Grade: 2

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position.

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions.

KRA: Responsible for the provision of professional, friendly service to the families of our school community and families

- Deliver exceptional service to parents, students, and school staff.
- Arrange fittings for students, including sizing advice.
- Handle customer enquiries, complaints, and returns in a professional manner.
- Responsible for shop security.
- Manage day-to-day operations of the store.
- Maintain a clean, organised, and visually appealing retail space.
- Handle online store transactions
- Ensure all store activities comply with company policies and safety standards.

KRA: Ensure imprest stock levels are maintained and stock on hand is accurate.

- Maintain accurate stock levels and coordinate seasonal restocking.
- Forecast demand and place timely orders with suppliers.
- Monitor deliveries, check quality, and manage stock rotation.
- Liaise with schools and suppliers to ensure specific uniform requirements are met.
- Assess and administer all aspects in relation to secondhanded stock

KRA: Ensure the shop financial records are maintained in an accurate and timely manner.

- Process purchases using POS systems accurately and efficiently.
- Monitor sales performance and contribute to achieving sales targets.
- Handle cash, card transactions, refunds, and daily reconciliation.

KRA: Manage and supervision of a small team.

- Supervise and support casual shop assistants.
- Support new team members on products, processes, and customer service standards.
- Communicate effectively with suppliers and the executive team.
- Arrange staff schedules and ensure adequate coverage during busy periods.

Skills

- Strong leadership, organizational, and interpersonal skills.
- Excellent communication and customer service abilities, including parents and students with limited English and financial background.
- Competence with inventory systems and point-of-sale software.
- Willingness to work flexible hours, including school holidays and weekends as needed.

Knowledge

- Knowledge of local school uniform requirements.
- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of the responsibilities of the employer and employee under WHS Legislation
- Knowledge of school policies, procedures and philosophy

Experience/Qualifications/Training

- Experience in retail management, preferably in school wear or apparel.
- Experience working with parents and children in a retail or educational setting.
- Current First Aid Certificate
- Current Responding to Abuse and Neglect Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening & Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours will be required around special times of the year such as the beginning of the school year and school holidays.
- You may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.
- There is a requirement to participate in an annual performance review
- Willingness to perform any other duties as required from time to time by the Principal

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: August 2025