



St Catherine's School
Sydney



Uniform Shop Manager
Permanent part-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 169 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources and submitted via Seek or directly emailed to hr@stcatherines.nsw.edu.au

Applications close Friday 18 July 2025 (interviews may take place prior to closing date)

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect dedicated to making a meaningful contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: Uniform Shop Manager

Responsible to: The Headmistress

Reports to: Head of Finance

Effective date: July 2025

Details: The Uniform Shop Manager will oversee the running of the Uniform Shop. You will be employed on a part-time basis; up to 19.5 hours per week: Monday 9am to 4pm, Wednesday 9am to 4pm, and Friday from 7.30am to 2.30pm term time only; with possible additional days during peak times which occur over the school holidays.

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Major responsibilities

General sales to students and parents

- Fitting and sale of uniform to students to ensure the uniform is worn correctly and according to school regulations.
- Processing, packing, and delivering of online Flexischools orders.
- Responding to parent enquiries in-person, by phone, and by email.
- Availability during the June and December/January school holidays and ad hoc Tuesday and Thursday for uniform fittings for new students.

Stock control and management

- Ensure stock is available for seasonal requirements.
- Unpack and check quality and quantity of stock as it arrives.
- Price stock arrivals.
- Restock shelves and rotate stock from storeroom to ensure levels are maintained.
- Undertake full inventory counts (including audited) twice per year

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Suppliers

- Balance Liaise and work with suppliers to achieve the best quality/price for all uniform items

Accounts and budget reconciliation

- Balance takings against daily sales and maintain records for budget and audit requirements
- Producing end of the month reports for the Finance Department using MYOB and Excel.

Other duties

- General cleaning: ensuring shop, shelves and counter are clean and presentable at all times
- Member of Uniform Design Committee
- Some heavy lifting involved, to a reasonable extent
- To comply with the Schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Uphold and promote high standards in all areas of endeavour.

Undertake other duties as required by the Headmistress or her delegate

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving and following guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school and students
- Willingness to actively support the Christian ethos of the school.

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Staff benefits

- Accreditation Support and Professional Learning Program
- Employee Assistance Program (EAP) counselling service
- Mentoring program for new academic staff
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books/DVDs/magazines)
- Access to school deli to order lunch daily

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 StCatherinesSchool

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 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

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