

Schedule 1



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION UNIFORM SHOP ASSISTANT

Document Control and Change History.

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POSITION DESCRIPTION
UNIFORM SHOP ASSISTANT

Section 1 - School Identification

School Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc. located at 157 Kingsway, Darch, 6065 Western Australia

Section 2 - Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3 – The Position

Title: Uniform Shop Assistant

Department: Finance

Workload: Casual for staff leave cover

Section 4 - Remuneration Terms and Conditions

KCEA Inc. Education Assistants & Non-teaching Staff Enterprise Bargaining Agreement 2014-2017

Section 5 - Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology and Learning.

The Uniform Shop Assistant position is responsible to the Uniform Shop Manager. The Finance Manager has overall responsibility for uniform shop staff.

Section 6 – Specific Information

The Uniform Shop operates on Monday mornings between 8.15am to 1.15pm and Wednesday afternoons between 12.30pm to 4.00pm.

The Uniform Shop Assistant is required to be available to work during Uniform Shop opening hours during term time, and at other peak periods in the Uniform Shop, as the need arises.

Section 7 – Responsibilities and Duties

Role

The role of the Uniform Shop Assistant is to assist the Shop Manager with the effective and efficient operation of the College Uniform Shop, including the provision of high quality customer service.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Duties

Your duties include, but are not limited to the following:

- Support the Uniform Shop Manager in assisting parents and students with their uniform requirements.
- Engage with parents, students and staff visiting the uniform shop, in a positive and professional manner
- Ensure sales transactions are properly and accurately recorded and entered into MYOB.
- Organise stock and maintain the Uniform Shop in a clean, tidy and well-presented condition at all times.
- Assist with unpacking, pricing and storage of new and second hand stock, including the performance of regular stock takes
- Other duties as required by the Uniform Shop Manager.
- Comply with College policies and procedures, and take responsibility for self and others by complying with Occupational Safety and Health and Equal Opportunity requirements of the College.

Section 8 – Selection Criteria

Pre-requisites

1. Current and valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. Current and valid Working With Children Check Card.
3. Written reference from your current church Pastor / Minister.

Essential

1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. High level communication skills and interpersonal skills with the ability to relate well to students and parents.
4. Excellent customer service skills
5. Demonstrated ability to calculate and handle money.
6. Good organisational skills with the ability to prioritise and complete tasks and to work under pressure.

Desirable

1. Experience as a retail assistant.
2. Knowledge of MYOB.

Section 9 - Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for full details of this position. Enquiries can be made to Human Resources on 9302 8720 or to HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, Friday 19 March 2021

**Peter Burton
Principal
March 2021**