



Position: Uniform Shop Assistant

Responsible to: Uniform Shop Manager

Hourly Rate: £9.70 per hour

**Position Purpose:**

The Uniform Shop Assistant will support the Uniform Shop Manager in the day to day running of the shop. The successful candidate will be employed on a regular basis each Friday from 12.30pm to 4.30pm (term time only), and must be flexible to cover additional ad-hoc hours for other members of the team as necessary. There will also be a requirement to work additional days during peak times which occur during the summer term.

**Main responsibilities:**

1. General Sales to Students and Parents:

- Fitting and sale of uniform to students to ensure the uniform is worn correctly according to school regulations
- Occasional availability during school holidays for uniform fittings for new students.
- Review and organise the preloved uniform sales

2. Stock Control and Management:

- 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
- Assist with stocktakes

3. Lost Property

- Oversee the lost property service from 12.50pm - 1.20pm each day
- Work alongside Sixth Form Prefects in providing the service
- Collect and sort lost property ready for redistribution to pupils
- Email pupils to let them know when named property has been found

4. Other Duties:

- General Cleaning - Ensure shop / shelves / counter are clean and presentable at all times

- To comply with the schools policies and procedures as well as Health and Safety requirements.
- To participate in any training when required
- Undertake any other duties as required.

**Safeguarding:**

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to satisfactory pre-employment vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

Safeguarding and Child Protection Policy  
Vetting and Suitability Policy

**How to apply:-**

The deadline for applications is the 7th November 2022 at 12 noon.

Shortlisted applicants will be invited for an interview the week commencing 14th November 2022.

All applicants must use the Application Form provided, together with submitting a covering letter to the HR Department, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. Download the full job description, application form and application process below. All applications must be sent via email to [HR@yarmschool.org](mailto:HR@yarmschool.org) or printed versions may be posted to:

HR Department  
Yarm School  
The Friarage  
TS15 9EJ  
01642 786023

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