

**Job Description**

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| **Job title:** | Georgian Shop Merchandiser | |
| **Line Manager:** | Head of Administration and Commerce | |
| **Responsible to:** | The Bursar, via the Head of Administration and Commerce | |
| **Salary:** | £11.54 per hour, dependent upon experience (FTE £24,000 pa) | |
| **Contract:** | Fixed term for one year, with a possibility of being extended or becoming a permanent contract. | |
| **Hours:** | Three hours daily, Monday to Friday, by agreement. 52 weeks a year plus attendance at Open Days. Additional hours will be required during the Summer Holidays to support our bespoke appointment schedule; the start of term uniform purchases and stock take in October and March. | |
| **Job Description:** | | |
| The Georgian Shop Merchandiser has primary responsibility for managing all of the back office administration and commitment to providing the best possible service to parents. | | |
| **Duties:** | | |
| **Stock Control**   * Responsbile for ensuring stock levels of all key uniform items are maintained. * To order in and co-ordinate requirements for new stock as required during the year. * To process all inward goods. * To manage the development and introduction of new items. * To meet with suppliers and place orders as required. * To ensure minimal stock loss is maintained. * To undertake a stock take in both the Easter and October school holidays (flexible and additional hours may be required) * To use and maintain the computerised stock system. * To ensure goods are priced correctly, managing mark downs and write offs as necessary and order and contract commitments.   **Administration**   * To ensure the smooth process of customer orders and returns. * To provide a weekly sales report for the Development and Commercial Accountant. * Responsible for producing and analysing figures and reports as required by the Head of Administration and Commerce. * Produce a monthly sales and stock valuaton report. * Process invoices. * Support the recruitment and provision for the Shop for the Summer Holiday service. * Produce stock-take reports and damage figures as required. * To implement new projects as designated. * To act as guardian of our brand and ensure all orders are consistent with our guidelines. | | |
| **Person Specification** | | |
| * Previous retail experience with strong commercial awareness an advantage. * Good numerical and analytical skills. * Working knowledge of EPOS or similar systems is highly desirable. * A good working knowledge of Excel and Word essential, together with problem solving skills. * Good communication skills both verbally and written. * Flexible team player with line management experience. * Ability to influence at all levels. * Contribute to and support the St George’s Weybridge Josephite ethos | | |
| **Benefits & Conditions of Employment** | | |
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| **Additional Working:** | | There is a requirement for attendance at Open Days, stock take and Summer Holiday fitting service. |
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| **Initial Period of**  **Employment:** | | Three months.  During the Initial Period of Employment, sick pay will be paid in accordance with current legislation. |
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| **Notice Period:** | | One week on either side during the Intitial Period of Employment, thereafter one month. |
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| **Holiday Entitlement:** | | 25 working days per annum pro-rota, calculated from 1 January annually subject to consultation with their line manager and to ensure cover. |
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| **Pension:** | | The position is pensionable and you will be entitled to join the pension scheme from commencement of your employment. You may elect to contribute between 1% and 5% of salary and the College will double the employee contribution up to a maximum College contribution of 10%. Employees may increase their own contributions within the prevailing Inland Revenue rules if they so wish. The College adheres to the current statutory requirements for retirement procedures. |
| **Employment Checks:** | | It is a condition of employment at St George’s Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the College’s expense. References will be taken up, including those from previous employers. |
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| **Safeguarding Children:** | | The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the College’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head or Designated Safeguarding Lead. |
| **Database Access:** | | The role does not require access to the School’s databases. |
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| **Place of Work:** | | The Georgian Shop Merchandiser will be based at the College with an expectation of flexibility, when required, to work at the Junior School. |
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| **Dress Code:** | | Business staff are expected to wear smart business dress and conform to the St George’s Dress Code as set out in the Staff Procedures Book. These norms are relaxed during school holiday time. |
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| **No Smoking:** | | St George’s College and St George’s Junior School operate a no smoking policy. |