

Rendcomb Village Post Office and Shop Assistant

Hours: 22.5 hours per week Monday-Friday 1:30pm-6.00pm (see below for further details). All year round.

Salary: Contact HMPA@rendcombcollege.org.uk for details

Start date: ASAP

To apply, please click the “quick apply” button on the job advert on TES and complete the application form.

Rendcomb College is looking to appoint a Post Office and Shop Assistant in their village shop.

A thriving hub of the village and school community, the Post Office and Stores provides a vital service to residents, pupils, staff, parents and passing trade.

This is a unique opportunity to assist with making the shop a vital component for the local community.

Experience of working in retail or a Post Office is desirable but training will be provided for the successful candidate. Rendcomb College’s ethos is to be thoughtful, adventurous and ambitious and we are looking for someone with these qualities to make a positive contribution within our team.

Main Duties and Responsibilities

- Deliver outstanding customer service and maintain the high standards of presentation within the shop and store,
- Work within a team to create a welcoming atmosphere and build strong relationships with the local community,
- Liaise with the Finance Manager to ensure the smooth operation of postal services and to comply with Post Office rules and regulations,
- Competent within general shop keeping duties such as till operation, cash handling and stock control,
- Ensure compliance within Health & Safety standards such as Food Hygiene, security and cash handling procedures,
- The role will include lone working, including closing and cashing up the shop, following established security procedures.
- To perform other such duties, comparable in responsibility, as may from time to time be directed by the Shop Supervisor and Commercial Operations Manager.

Person Specification

- Experience of working in a customer facing role in retail or a Post Office,
- Experience of cash handling,
- Excellent customer service and interpersonal skills,
- Neat and tidy in appearance,
- Ability to lift and carry bags of stock up to 10kgs,
- The ability to work as part of an effective team,

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- Be able to lone work when needed,
- Knowledge of stock management and inventory control,
- Ability to prioritise tasks and meet deadlines,
- Familiarity with Food Hygiene, Health & Safety standards and security procedures,
- A flexible approach to work, with requirement to work additional days to cover holidays and sickness or participate in trading outside of normal shop hours e.g. shop events.

Terms & Conditions

The post holder will normally be required to work 22.5 hours per week Monday-Friday 1:30-6.00pm, with the occasional Saturday by agreement, which will be paid overtime. The operating hours of the shop are Mon-Fri 0800-1730 and Saturdays 0900-1400. This role will be afternoon weekday shifts only, but you may be asked, on occasion, to work in the mornings to cover holidays – this is not compulsory. Saturday shifts will be by arrangement and where required. Holiday entitlement will be 25 days per year plus bank holidays. Holidays will need to be booked in agreement with the Commercial Sales and Operations Manager and in conjunction with the overall needs of the business.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Be aware and support equality, diversity and inclusivity and demonstrate these principles in all aspects of work.
- Undertake any other reasonable duties required that are related to the job from time to time.

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Outline Salary and Conditions

A competitive salary will be offered in accordance with experience and qualifications. Please contact Hannah Thompson on HMPA@rendcombcollege.org.uk or 01285 832320 if you would like more information and a rough estimate of salary. All staff are automatically enrolled into the school's pension plan. Rendcomb College complies with standard employment legislation regarding retirement.

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Other Benefits

Rendcomb will provide staff with parking, and with free lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours subject to availability.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Our Mission

Our mission is to develop **thoughtful, adventurous** and **ambitious** life-long learners with the confidence, character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and inclusivity in a safe, caring community and magnificent natural environment.

Our Values

Thoughtful –Rendcombians test the status quo and are encouraged to employ **critical thinking**. They are kind and **empathetic** towards all people, and are proud to celebrate their differences and individual traits. Through service, they connect to others, enabling individual and societal change for good.

Adventurous - Rendcombians are **courageous**.

They embrace the adventure of school life, challenging themselves to broaden their experiences, and are brave in standing up for what is right. They enjoy being **creative** in their approach, seeking new ways to solve problems, and continually learn from trying.

Ambitious - Rendcombians are actively **curious** about the world around them and love to learn.

They aspire to succeed through **perseverance**, whilst not being afraid to make mistakes.

They seek to be the best version of themselves they can be.

The School

Rendcomb College is a successful co-educational HMC day and boarding school in the Cotswolds and this is a wonderful opportunity for a dynamic and inspirational candidate to join the College at an exciting time of change. We were shortlisted for 2 awards at the TES Independent School Awards 2021, namely the prestigious Boarding School of the Year award and also the Community Initiative of the Year award. Last year the College was inspected by the Independent Schools Inspectorate and achieved 'excellent' in both pupils' personal development and pupils' academic development and achievement.

Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills, whose family have maintained an active part of the school including significant financial endowment and governance. While the school has just celebrated its centenary, we maintain a vision and ethos that remains true to Wills' original values of providing an inclusive and broad-ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

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The College owns some 200 acres of land including the Deer Park and the “Wilderness” which is home to our Forest School and an integral part of our Outdoor Education provision in the Junior School. The College’s ten acres of pitches benefit from far-reaching and astounding views. An open air swimming pool lies next to the College buildings. The school boasts four new hard surface tennis courts, gym, all weather astro-turf and sports hall; all of these facilities are used by Junior and Senior School pupils. Recent whole college developments include a state of the art Performing Arts Centre at the heart of the campus, new 6th Form Centre and Junior Day and Boarding House.

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). *Rendcomb College is an equal opportunities employer*

Application

Please apply via TES application form. If you have any questions, please contact Hannah Thompson on HMPA@rendcombcollege.org.uk

All applicants who are short-listed for the post will be expected to undertake an in-tray exercise as part of the assessment process.

No agencies please.

We reserve the right to withdraw vacancies at any time