



CATERHAM
SCHOOL



School Shop Manager (Part Time)

Appointment Brief

Closing date: 13 November 2017

One of the top co-educational schools in the country



The Department

The School are seeking to appoint a School Shop Manager to be responsible for all day to day aspects of the running of a successful school shop.

ACCOUNTABILITIES

You will be managing a small team of part time staff and report directly to the Bursar.

CONDITIONS OF SERVICE

This role is part-time during 33 of the 34 weeks of school term time (25 hours per week) and full-time in 5 weeks of the summer holiday and the 1st week of the Autumn Term (37.5 hours per week) equating to 62% of a full-time equivalent role. Actual working hours will vary according to shop opening times which may change from time to time and may include Saturday mornings. Holiday entitlement is a pro-rated 5 weeks in addition to bank holidays which are taken during the pupil holidays.

Salary

Salary is competitive and based on qualifications and previous experience.

There is a probationary period of one year and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.



The Role

Main Responsibilities

Operational

- To ensure an excellent service is provided for pupils, parents and staff at times convenient to all of our customers
- Measure customers where appropriate and offer advice
- To source and purchase uniform items at the right price and quality
- To ensure stock of uniform is controlled and any redundant uniform is dealt within the most ethical way
- Answer telephone and email enquiries from customers
- Ensure an efficient appointment booking system is in operation for new parents (working in close liaison with the Registrar)
- Ensure that shop displays are as effective as possible
- Provide advice to the Headmasters of the Senior and Prep schools when considering uniform changes and to the Directors of Sport of the Senior and Prep schools when considering changes to sports kit
- Source clothing for staff as required eg uniforms
- Source sports clothing for ad hoc requirements eg tour kit.

Shop Development

- Develop and maintain a web presence for the school shop

- Enable customers to purchase items remotely without visiting the shop (eg via a web-based ordering system)
- Implement the WCBS school shop finance module with associated procedures (training provided)

Financial

- To order stock through the School's purchase ordering system
- Take receipt of deliveries and enter onto the stock system
- To ensure supplier invoices are correct and matched to GRN and authorized for payment on a timely basis
- To ensure payment is received for all goods either directly or by entry onto fee bills
- To ensure that VAT is correctly applied to sales
- To pass all banking to the finance office on a daily basis (when shop is open)
- To undertake daily reconciliations of credit card and till receipts
- Maintain an accessible price list for customers
- To review management accounts on a monthly basis and investigate variances in conjunction with the Finance Bursar
- Reconcile stock levels with stock control system on a periodic basis
- To provide timesheet information to HR on a monthly basis
- Undertake annual stocktake at year end and assist with audit procedures



The Role continued...

Skills, Experience & Qualifications

Essential

- Educated to GCSE or equivalent in English and Maths
- Previous retail experience including stock control
- Previous experience of managing budgets
- Strong communication skills both verbal and written
- Confident knowledge of Microsoft Office applications including excel

Desirable

- Educated to minimum A level / BTEC standard
- Experience of WCBS accounting package
- Previous experience in a supervisory role

PERSONAL ATTRIBUTES

- **Customer focused** – recognises and focuses on the varied needs of customers internal and external to the organisation
- **Communication** – communicates ideas and information in a clear, concise and open manner at all levels both verbally and in writing
- **Team working** – works closely with immediate team and proactively cooperates with colleagues across the School
- **Commercial and financial focus** – demonstrates business and financial awareness that takes into account the needs of the customer and the School
- **Planning** – looks ahead to prioritise own workload; identify resources to meet service requirements and identifies obstacles to achieving results
- **Flexible approach to change** – adapts to meet the short and long term changing demands of the job



The School

One of the top co-educational schools in the country

Caterham School is one of the leading co-educational HMC schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators,

confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

All round the campus you will see signs of our confidence in the future with our modern Sports Centre and all-weather pitch, recently refurbished boarding accommodation, new assembly hall and theatre, and state of the art IT facilities. In 2008 we built a new North Wing to provide improved facilities for Sixth Form pupils and new facilities for the Health Centre. In 2013 we added two more science labs to bring the total to fifteen. All this situated on 200 acres in the beautiful, wooded Harestone Valley.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports.

Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and covers a wide range of activities including, but not limited to: music, drama, dance, Duke of Edinburgh's Award, languages, circus club, science, outdoor pursuits, go-karting, kit car club, chess and Warhammer.



Latest News

CATERHAM'S TEEN TECH NATIONAL WIN!

Caterham School's Teen Tech team have been announced as national winners at a special ceremony at Buckingham Palace. The three-strong team were chosen as overall national winners for their design and prototype of 'SensoSafe' – a bike light that also detects vehicles approaching the cyclist from behind, alerting them to the potential danger. The young engineers were presented their award by HRH the Duke of York.

Teen Tech is a national competition that invites entries from across the UK in a multitude of different STEM disciplines. The event recorded its highest ever number of entries this year with an astonishing 1400 groups putting forward their innovative ideas.

NEW CENTRE FOR THE PERFORMING ARTS

Caterham School's new Centre for Performing Arts was officially opened by film and theatre actor and director Simon Callow CBE . The ceremony was opened by pupil musicians Hero Shimoji and Anastasia Kedrina who were followed by speeches from the Headmaster Ceri Jones and senior drama pupils.

OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School received offers from Oxford and Cambridge Universities (Oxbridge) in the last year, taking to 49 the total Caterham pupils studying at the world-leading universities in the last three years alone. This year's results from Caterham saw the school

achieve an application-to-offer ratio of 57%, three times the national average

APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only a handful of schools in the UK to be formally accredited as an Apple Distinguished School.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods. Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

BRITISH ASTRONAUT VISITS CATERHAM SCHOOL

Britain's First Astronaut, Helen Sharman OBE, visited Caterham School to inspire young scientists and share her experiences of space. Helen was the British person to go into space when she stayed on the MIR space station and remains the fifth youngest person to travel to space.

In the first of two packed-out talks at Caterham School, Helen addressed pupils who were full of questions about life in space. Helen's young audience was gripped as she explained complex science in an accessible and inspiring way; she also peppered her talk with anecdotes about life in space including how astronauts eat dinner, go to bed on the ceiling and even use a special space toilet!

For more news from Caterham School visit www.caterhamschool.co.uk



The Application Process



Please complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any questions or queries, please contact Julie Hillier on hr@caterhamschool.co.uk or call 01883 335025

The closing date for applications is 13 November

The School reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE



Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

Child Care Voucher Scheme

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR department.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

Legal and General Stakeholder scheme with an employer's contribution of up to 10% *as appropriate*.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Car Parking

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

Subsidised 'Flu vaccinations

Provided on school premises on an annual basis.

Discount in School Shop

A 5 per cent discount on purchases.





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