



Job Description

Job Title: Temporary School Shop Assistant (with sewing skills)
Department: Operations Directorate
Accountable to: Retail Manager
Responsible for: No Direct Reports

Purpose of the job:

To perform the tasks required in the daily running of the School Shop and the Tuck Shop.

Context:

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe's world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

Values and Behaviours:

The post-holder shall act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular, we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe's aims and objectives. A Christian community aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

Key Responsibilities and Accountabilities:

- The sewing of name tapes on students' uniforms/sports kit/home clothes, using a sewing machine to attach the labels.
- To support the School Shops with deliveries and filling up and other tasks as may be required.

Key Tasks:

- 1 To maintain departmental standards of tidiness and cleanliness.
- 2 To sew name tapes on students' uniforms/sports kit/home clothes, using a sewing machine to attach the labels.
- 3 To ensure customer service is a key priority when serving customers and answering the telephones.
- 4 To ensure adherence to statutory Health and Safety and Data Protection legislation at all times.
- 5 To be a member of the staff team, observe confidentiality and a professional working relationship with all staff at all times.
- 6 To work additional hours or shift time change in agreement with the Retail Manager.
- 7 To support the School Shops with deliveries and filling up and other tasks as may be required.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: August 2021

Person Specification

The selection of candidates for short-listing shall be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
Specialist Skills & Experience	<ul style="list-style-type: none"> • Hand-sewing skills • Proficient in using a sewing machine • Nimble-fingered • Efficient, self-disciplined work practices • Good planning and organisation • High level of productivity • Ability to work to deadlines 	<ul style="list-style-type: none"> • First Aid Training • Health and safety training • Customer care skills • Youth work skills • Understand the importance of safeguarding pupils
Personal Qualities	<ul style="list-style-type: none"> • Polite • Efficient • Flexible in work practices • Ability to remain calm and friendly whilst working under pressure • Ability to work as part of a team • Takes pride in producing high quality work 	