

### Job Description

<b>Job Title:</b>	School Shop Assistant
<b>Hours of Work:</b>	24 hours, 30 hours per week, 40 weeks per year. Including Saturdays on a rota basis
<b>Department:</b>	School Shop
<b>Job Grade:</b>	7
<b>Accountable to:</b>	Retail Manager
<b>Number of direct reports:</b>	No direct reports
<b>Budgetary responsibility:</b>	
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To assist the shop team with the general daily tasks required in both the School Shop and the Tuck Shop

#### The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open 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. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

### **Key Tasks:**

#### Key Accountabilities:

- To ensure a high level of customer relations with parents, staff, pupils and guests who visit the shop.
- To fit new and existing pupils with uniform and sports kit. To supply them with stationary items required for school.

#### Key tasks:

- To maintain departmental standards including general cleanliness and adherence to Statutory Health and Safety legislation.
- Maintain excellent customer service.
- Perform general administrative duties including serving customers and answering the telephone and emails.

#### Shop Tasks.

- Keep shop shelves stocked and notify senior members of the team if stock levels are running low.
- To perform cash duties as required- cash reconciliation and till floats.
- To open and close the Shop when required
- To perform stock take as and when required by the shop manager
- To perform additional tasks as required by the Shop Manager.
- Support the shop with the sewing of name tapes on students clothing using a sewing machine- training will be provided.
- To be able to take on additional hours or shift time changes to be worked in agreement with the Retail Manager.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications		
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Customer care skills</li> <li>• Ability to work with young children</li> <li>• Understand the importance of safeguarding pupils</li> <li>• Stock control experience</li> <li>• Strong interpersonal skills</li> <li>• Numerate</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Basic sewing skills</li> <li>• First Aid Training</li> <li>• Health and Safety training</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Polite</li> <li>• Efficient</li> <li>• Ability to work in a fast-paced environment</li> <li>• Ability to multitask</li> <li>• Ability to work as part of a team</li> </ul>	
This job description and Person Specification 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		
<b>Date Agreed: May 2025</b>		

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of School Shop Assistant, we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5