

# POSITION DESCRIPTION

Flinders Shop Assistant





## JOB CLASSIFICATION

<b>Position title:</b>	Flinders Shop Assistant
<b>Reports to:</b>	Flinders Shop Manager
<b>Employment type and tenure:</b>	Permanent Part time, Term time
<b>Department / School:</b>	Business and Operations
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Position classification:</b>	Schedule 6E – Retail – 21 Years
<b>Last updated:</b>	November 2024

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

### Our Vision

To Educate for Excellence in Learning and Life.

## Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

## ABOUT THE POSITION

### Position summary

The Flinders Shop is the College's primary retail outlet, combining the sale of uniforms, stationery, and textbook hire. The Flinders Shop Assistant is responsible for providing a friendly, efficient, and high-quality service to the Flinders Community.

### Primary relationships

- Report directly to Flinders Shop Manager
- Liaise with other departments across the College
- Liaise with parents and families of students and the community

### Main responsibilities

- Assists the Flinders Shop Manager to ensure the smooth and effective running of the Flinders Shop.
- Provide a friendly, efficient level of service to all members of the College community, both internal and external.
- Advise and assist parents and students with the selection, allocation and correct wearing of the school uniform.
- Advise and assist students and parents with the selection of stationery.
- Manage the distribution and return of textbooks and e-books to students and staff.
- Treat everyone with respect and equality, whilst being responsive to their needs.
- Maintain the presentation of the Flinders Shop's physical facilities, equipment, and services.
- Receive and count stock on arrival and update the stock to the Flinders Shop.
- Ensure all documentation is accurate and completed in a professional and timely manner.
- Participate in ad-hoc and annual stock take.
- Demonstrate a willingness to work positively within a team to achieve team goals.

- Ensure a safe work environment for staff, students, and the College community.
- Perform other duties as directed by the manager/supervisor or Principal.

## ABOUT YOU

### Person specification

#### Essential qualifications

- Positive Working with Children Check (QLD Blue Card)
- Valid QLD Driver's License

#### Knowledge, experience and attributes

- Experience in retail operations and stock management.
- Previous work in a uniform, book shop or similar environment is highly advantageous.
- Intermediate level of proficiency using computer-based applications including the MS Office Suite (Word, Excel), Google Suite, Email, and other web-based applications.
- Highly effective interpersonal and communications skills and the ability to form effective working relationships with staff, students, families, and vendors.
- Professional and courteous manner.
- Demonstrated ability to deal discreetly with confidential and sensitive matters.
- Ability to perform safe manual handling and lifting up to 20kg.
- Ability to work at heights.
- High level of organisation skills.

## STATEMENT OF COMMITMENT

### Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

### Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

## Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

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*"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.*