



School Uniform Shop Assistant

(GOVERNING BODY POST) with effect from 1st March 2025 (or sooner)

Starting date: 1st March 2025
(or sooner depending on preferred candidate's availability)

We invite suitably experienced candidates to apply for the full-time position of Uniform Shop Assistant commencing in March 2025 (or sooner). At "Bosch", our school uniform shop is a busy and bustling place and sells all approved uniforms, sporting attire and associated branded items for both Rondebosch Boys' High and Prep schools.

Our shop assistants play a critical role in the daily operations of the store to ensure that quality and customer service standards are met and exceeded.

THE POSITION:

Reporting to the Shop Manager, the tasks include (not exhaustive):

Stock Control

- Receiving, sorting, counting and packing new stock into the storeroom
- Replenishing stock on display from the storeroom
- Capturing of stock on Pastel Point of Sale POS system
- Quarterly stock counts

This aspect of the position requires physical work frequently; mobility and physical fitness are essential requirements.

Housekeeping

- To ensure that the shop runs efficiently and that high levels of customer service are maintained, the shop is to be neat and tidy at all times. This requires repacking and replacing items which customers have tried on or assessed but have not purchased.

Customer Service

- Assist customers by guiding them through the shop showing the locations of the various items
- When required, assist with sizing and if needed take measurements to avoid unnecessary returns
- Respond to any questions raised
- Process and pack online orders
- Follow-up on any undertakings made to customers

Administration & Financial Controls

- Process all entries on Pastel Point of Sale (POS) accurately
- Be responsible for accurate daily cash ups

EXPERIENCE AND COMPETANCIES

- Ideally previous retail experience in a similar position (min 2-3 years)
- An understanding of retail operations and trade, brand, customer and product understanding as well as online stores is advantageous
- Familiar with stock control and retail point of sale systems
- Well-developed IT skills specifically MS Office knowledge and data capture proficiency
- Current Police Clearance Certificate



CHARACTERISTICS, SKILLS & COMPETENCIES

- Detail orientated and accurate
- Organised, tidy and punctual
- Strong interpersonal skills and the ability to work with a variety of stakeholders
- Able to manage pressure and deadlines timeously and effectively
- Delivery-driven with a strong customer service orientation
- Proactive team player

Interested applicants should e-mail a short CV with a covering letter & details of at least two contactable references as soon as possible to the Headmaster's PA, Mrs Samantha Steyn. Her e-mail address is: samantha.steyn@rondebosch.com

APPLICATIONS CLOSE: FRIDAY 31ST JANUARY 2025

Rondebosch Boys' High School is committed to transformation and in accordance with our Employment Equity Plan preference shall be given, but not limited to, candidates from the designated groups.

Only suitably qualified candidates will be considered. If you do not hear from us within two weeks after application closure, please consider your application unsuccessful.

The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview.

All applications will be treated in strict confidence.

Rondebosch Boys' High School, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.



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