



**ST PIUS X PARENTS AND FRIENDS  
POSITION DESCRIPTION  
UNIFORM SHOP CO-ORDINATOR**

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- POSITION:** Uniform Shop Coordinator
- LOCATION:** St Pius X Catholic Primary School  
Corner Ley Street and Cloister Avenue  
MANNING WA 6152
- REVISION DATE:** May 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Coordinate, supply and maintain all school uniform requirements as directed by the P&F Executive Committee and the School Principal.
- STATUS:** This volunteer position will report directly to P&F Executive Committee and the School Principal.
- RESPONSIBILITIES:** Responsibilities of this role will include:
- Act in accordance with the P&F Constitution.
  - Act in accordance with the School Vision, Mission and Values.
  - Act in accordance with the School Polices.
  - Work in close liaison with the School Principal and P&F Executive Committee to ensure the ongoing and consistent supply of the “approved” school uniform.
  - Nurture and build upon supplier relationships ensuring you are kept up to date at all times.
  - Ensure Uniform Shop is opened every Friday during the school term between 8.30am – 9.00am and on other occasions as seen necessary e.g. first day back at school where new season uniform has to be worn (e.g. winter uniform).



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- Coordinate and implement uniform shop roster ensuring appropriate coverage is supplied.
- Ensure a neat, tidy and well organised maintained uniform shop.
- Undertake annual stock take at the end of May, compiling summary of new stock order required, based upon previous yearly sales.
- Prepare “Proposed new stock purchase order”. Report for P&F Executive Committee’s approval and then subsequent ordering with various suppliers.
- Ensure stock is ordered at the most economical rate at all times.
- Annually review stock item prices, ensuring appropriate margin is applied to final sale price.
- Review stock styles, as and when necessary, and coordinate any new purchase, ensuring the School Principal and P&F Executive Committees approval before implementation.
- Coordinate and undertake in October and March each year a “Year 1 Summer and Winter Uniform fitting” schedule, along with fitting times for any other new student to the school as and when required.
- Ensure all parents are aware of School Uniform policy upon initial fitting and on an ongoing basis.
- Coordinate and participate in “Bookshop Collection Day” in January, making school uniform supplies available for purchase.
- Attend Kindergarten Orientation and make available for purchase all relevant kindergarten uniform stock .e.g. shirts, jumpers and hats.
- Coordinate and maintain second hand school uniforms, including the recycling of any unclaimed lost property at the end of each school year.



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- Coordinate order and supply Leavers shirts for distribution in term 1.
- Update and maintain sales VU e.g. inputting new stock orders, updating sale prices, reconciling stock quantities, printing off required sales reports etc.
- Download and manipulate CVS data files to prepare various stock and sales reports using Excel.

### **EXPERIENCE / PERSONAL ATTRIBUTES**

The following qualities are considered essential:

- Computer literate and comfortable using an ipad and intermediate level of knowledge of Word and Excel.
- Ability to volunteer every Friday on a consistent basis.
- A happy disposition.
- A flexible and adaptable nature.
- Excellent interpersonal skills.
- The ability to handle pressure.
- The ability to work in a team environment and independently.
- Proven common sense and attention to detail.
- Hands on attitude.

### **UNIFORM SHOP ASSITANTS:**

The Uniform shop will operate with assistance:

- To ensure a shared workload for these volunteer roles it is recommended that a minimum of two assistants will work with the Uniform Shop Coordinator.
- Uniform Shop Assistants will work in conjunction with the Uniform Shop Coordinator to ensure their responsibilities are achieved.