



Felsted

FELSTED SCHOOL JOB DESCRIPTION **Tailors' Shop Assistant**

The Role

Accountable to: Tailors' Shop Manager

To be responsible to the Tailors' Shop Manager for the provision of a professional outfitting service to all parents and pupils at the School's Tailors' Shop .

Role Responsibilities (illustrative, not exhaustive, list):

- To be available at the School's Tailors' Shop at agreed times
- To provide advice to parents on the clothing needs of pupils and assist them in selecting suitable sizes. Create records of all goods sold ensuring that the computer system is up to date
- Liaise with the Shop Manager on forward needs and stock requirements, to ensure that adequate but controlled stock levels are maintained
- Organise the supply of name tapes for all new pupils in accordance with School requirements
- Ensure that the service provided satisfies parental needs and promotes an excellent image of the School
- Reconcile the till on a weekly basis
- Stock taking- counting stock and stock adjustment on PASS as necessary. This also includes investigating any anomalies
- Stock ordering (once agreed) balancing stock and calculating orders for either basic stock or summer intake
- The checking in of stock, checking charges are correct (on both receipt on invoice and when placing order) and entering stock on to PASS
- Liaising with companies on deliveries, responsible for chasing orders to meet our deadlines.
- To carry out any tasks within the job holders skill and ability
- Any other reasonable ad-hoc duties as requested.

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent Contract
- Term Time Only, 34 weeks Per Annum

- Hours of work Monday and Wednesday 8:30am to 5:00pm with a one hour unpaid lunch break.
- Salary will be £6,630 plus £800.24 holiday pay which totals £7,430.24 per annum.
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.