



## **Job Title: School Clothing Store Manager**

**Location:** MONTE VISTA PRIMARY SCHOOL

**Reports To:** School Governing Body (SGB)

### **Job Overview:**

We are seeking a proactive, organised, and self-motivated **School Clothing Store Manager** to oversee the daily operations and long-term planning of our school clothing store. This role involves managing all aspects of the store's functionality—from inventory control and supplier management to customer service and online order processing. The successful candidate will also be responsible for maintaining the school website and keeping stakeholders informed of store developments.

### **Key Responsibilities:**

#### **Store Operations:**

- Manage day-to-day running of the school clothing store.
- Maintain an organised and clean store environment.
- Work in the store to assist parents and students with purchases.

#### **Stock Management:**

- Perform regular stock takes to monitor inventory levels.
- Order new stock as needed to ensure adequate supply.
- Source and liaise with reliable suppliers to ensure quality and affordability.
- Oversee procurement processes for all store items.

#### **Customer Service & Communication:**

- Respond to emails sent to the school clothing store account in a timely and professional manner.
- Communicate directly with parents regarding orders, availability, and queries.
- Share updates and announcements about the clothing store with the school community (e.g., newsletters, email blasts, school website).
- Provide feedback and progress reports to the School Governing Body (SGB) on store performance and challenges.



#### Order Fulfillment:

- Pack and deliver orders, ensuring timely and accurate distribution.
- Manage and process online orders efficiently using digital platforms.

#### Administrative & Technical Duties:

- Maintain records of stock levels, purchases, and sales.
- Utilise computer software for inventory, sales tracking, and communication.
- Maintain and update the school's website with relevant information, including clothing store updates, forms, and pricing.

#### Requirements:

- Proven experience in retail management or administrative roles.
- Strong organisational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in computer use, including Microsoft Office, email platforms, and website content management systems (CMS).
- Ability to work independently and take initiative.
- High attention to detail and commitment to customer service.

#### Desirable:

- Experience working in a school environment or community organisation.
- Familiarity with online store platforms or e-commerce tools.
- Basic graphic design or website editing skills.

#### Working Hours and Remuneration:

- **Start Date:** Mid June 2025
- **Working hours** – Full time: Monday to Friday 07:30 until 15:00
- **Contract** - Fixed term contract due to SGB position.
- **Salary** - R17 000 per month

Applications will be accepted until 4 June 2025.

Forward applications to [lduplessis@montevistaps.co.za](mailto:lduplessis@montevistaps.co.za)

**Successful candidates will be contacted for an interview to be held on 6 June 2025.**