



## Information Package for Applicants

# Uniform Shop Manager/ Accounts Assistant

- Part time | 20 hours per week
- Start date: ASAP



## ST PATRICK'S COLLEGE SILVERSTREAM

### UNIFORM SHOP MANAGER/ ACCOUNTS ASSISTANT

- Part Time, 20 hours per week
- Term Time only

We are looking for an enthusiastic person, preferably with retail experience, to manage the College's uniform shop. The role is 20 hours per week during term time only, but some additional hours will be required during busy times, particularly at the start and end of the school year. The role involves ordering and managing stock and assisting students with their uniform needs. We are looking for someone who can apply their experience and knowledge to develop and maintain efficient and effective stock control and on-line ordering systems and ensure a high quality of service to our community. This role will also include assisting the school fiancé team with day to day tasks.

Key attributes to be successful in this role include:

- Retail experience
- Comfortable using technology
- Experience with on-line stock management & ordering systems
- Excellent customer service skills
- Relates well to people
- Excellent oral communication
- Pro-active and uses initiative
- Self-managing and can work unsupervised
- Ability to manage time well
- Attention to detail

Applicants for this position must have NZ residency or a valid NZ work permit.

A full copy of the job description and application process can be found at [http://www.stream.school.nz/index/home/Employment\\_Opportunities](http://www.stream.school.nz/index/home/Employment_Opportunities) or by contacting the Director of Finance and Property, Mr Daryl Stewart on 04-527-1353 or [stewartd@stream.school.nz](mailto:stewartd@stream.school.nz)

Please send your Application Form together with a CV and Cover Letter to Mr Daryl Stewart via email [stewartd@stream.school.nz](mailto:stewartd@stream.school.nz)



# St Patrick's College Silverstream

## Job Description

Job Title	<b>Uniform Shop Manager/ Accounts Assistant (Part Time, 20 hours per week, term time only, plus extra hours as required December-February)</b>
Responsible to	<b>Business Manager</b>
Responsible for	<b>N/A</b>
Appraiser	<b>Business Manager</b>
Purpose	<b>To provide a high level of retail management expertise to ensure the efficient and effective operation of the College's uniform shop.</b>

### Key Tasks

#### Stock Management

- Manage supplier relationships and contracts to secure favourable pricing, efficient delivery and quality goods
- Forecast and order all uniform requirements to ensure that adequate levels of stock are maintained at all times
- Receive orders, make sure they are correct and suitably stored and presented for sale
- Organise uniform fitting appointments for new students and assist all students regarding their uniform needs
- Set up the shop temporarily in the auditorium for start of year uniform sales in January and source staff to assist over this period
- Co-ordinate the sale of second hand uniform and organise payments through the Finance area
- Assist with the supply and distribution of sports uniforms
- Assist with ordering & purchasing of special/one-off uniform items
- Perform a stock take at the end of each term

#### Systems and Processes

- Ensure best practice internal controls are in place for stock and cash management
- Liaise with the Finance area to ensure all invoices are approved and paid in a timely manner
- Develop, implement and maintain an on-line ordering system for uniform
- Use technology in an appropriate manner to assist with the smooth running of the uniform shop

#### Other

- Maintain prices to ensure they cover costs and are fair and reasonable
- Ensure website contains up to date information relating to uniform and the uniform shop
- Provide a high level of service to students, staff and caregivers
- Respond to any uniform queries in a timely manner
- Ensure the uniform shop is kept tidy and well presented
- Ensure any health and safety requirements as they relate to the uniform shop are met

#### Finance Assistance

##### Accounts Receivable

- assist with processing student fee charges and income
- all accounts receivable queries
- Assists with debtor aging review and collection efforts, including correspondence with debtors and collection agencies

Accounts Payable

- Assist with invoice processing and payments
- Responds in a timely manner to creditor queries
- Reviews and approves creditor payments as required

Cash Management

- assist with cash balancing processes
- Banking
- Manage petty cash

**Other**

- Facilities Hire Bookings
- General administration tasks

**Important Relationships:*****Internal***

Rector  
Director of Sport  
Finance Officer  
Students

***External***

Suppliers  
Members of the College Community

**Person Specifications and Competencies:****Experience and knowledge required for effective performance in the position**

- Retail experience
- Comfortable using technology
- Experience with on-line stock management & ordering systems

**Personal Attributes required**

- Excellent customer service skills
- Relates well to people
- Excellent oral communication
- Pro-active and uses initiative
- Self-managing, confident and can work unsupervised
- Ability to manage time well
- Attention to detail
- A willingness and ability to develop an understanding of education and educational needs in a School setting
- Able to support the Marist special character of the College

**Shaded Areas** Support Staff Generic Accountability/Outcomes  
 (Any changes to these areas need to be discussed with your Manager)

Accountability Area Key	Deliverables/Outcomes
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Ensures that internal and external customers receive responsive advice or support</li> <li>• Ensures that internal and external customers receive agreed deliverable on time</li> <li>• Ensures that customers are immediately informed of any changes to agreed deliverables</li> <li>• Maintains a positive approach to solving problems/issues and practices a continuous improvement approach by reviewing own work methods</li> <li>• Develops approaches to understand/measure service user experiences.</li> </ul>
<b>Team Effectiveness</b>	<ul style="list-style-type: none"> <li>• Demonstrates professional standards and integrity consistent with the values of the School</li> <li>• Contributes to team effectiveness by:                             <ul style="list-style-type: none"> <li>- identifying good service practice and offering value adding suggestions to apply good practice</li> <li>- assisting other members of the team to improve team performance</li> <li>- providing learning feedback and support to</li> </ul> </li> <li>• Presents and supports a logical point of view by clear oral and written expression, as appropriate. Takes responsibility (with manager) for increasing capability by enhancing skills for own role.</li> </ul>
<b>Quality Systems and Processes</b>	<ul style="list-style-type: none"> <li>• Develops and enhances simple, consistent and connected systems and processes to improve service delivery to users</li> <li>• Builds and applies effective corporate administrative systems to underpin work</li> <li>• Contributes to business and management reports and information to enhance decision making.</li> </ul>

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 (Staff member)

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 (Date)

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 (Responsible to)

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 (Date)



## APPLICATION FOR APPOINTMENT TO A POSITION AT ST PATRICK'S COLLEGE SILVERSTREAM

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  - The offence was not a specified offence (specified offences are in the main sexual in nature) and
  - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

b) Under the *Vulnerable Children Act 2014*, core workers in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application;**

**it must not be removed or destroyed.**

TO: Daryl Stewart  
Business Manager  
St Patrick's College, Silverstream  
Private Bag 906  
UPPER HUTT 5018

207 Fergusson Drive  
Silverstream, Upper Hutt 5018  
Telephone: 64 4 9394224  
E-mail: stewartd@stream.school.nz

Position Applied for \_\_\_\_\_

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Full Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone No \_\_\_\_\_

Work No \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

Title: Dr / Mr / Mrs / Miss / Ms

Gender: M / F

Date of Birth \_\_\_\_\_

**REFEREES**

1.

2.

3.

<b>Authority to Approach Other Referees</b>	
I authorize the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	<b>Yes / No</b>

<b>Proof of Identity and Right to Work Check</b>	
<i>Shortlisted applicants being interviewed will need to provide two types of identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).</i>	
<b>Immigration information</b>	
Are you a New Zealand citizen?	<b>Yes / No</b>
If not, do you have resident status, or	<b>Yes / No</b>
A current work visa?	<b>Yes / No</b>
Are there conditions applied to this Visa? .....	
Have you ever received a police diversion for an offence? If "Yes" please detail:	<b>Yes / No</b>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If "Yes" please detail:	<b>Yes / No</b>
Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/charges pending:	<b>Yes / No</b>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes" please elaborate:	<b>Yes / No</b>
Have you ever been the subject of any concerns involving student safety? If "Yes" please detail:	<b>Yes / No</b>
Are you willing and prepared to work in a College with a special Catholic character, and to support that Catholic character as appropriate?	<b>Yes / No</b>
What co-curricular activities of the College are you willing and prepared to contribute to:	

**CONFIRMATION**

- a. I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- b. In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- c. I know of no reason why I would not be suitable to work with children/young people.
- d. I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description and person specification.
- e. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: If completing this electronically, a hard copy (signed) must be provided**





## Guiding Principles

### Belonging

- I don't just attend Silverstream, I belong
- All members of the College community (and visitors) are welcome, included, respected, celebrated and supported

### Values

- I can identify, articulate and live the core Silverstream values

### Excellence

- I will be the best I can be, starting with my learning

### Self-Management

- I will take responsibility for myself, my learning and my actions

*“Act justly, love tenderly and walk humbly with your God”*

# Our Catholic Faith

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We believe in the person of Jesus Christ

We believe in his teachings, as found in the Gospels

We believe in the inherent dignity of each human person and their limitless possibilities,

further developed by Christ's Grace and Mary's Inspiration.

We seek to live out the gospel daily in the way of Mary (the Marist Way)

Our students have identified the following virtues/values as ways of being Catholic and Marist at St Patrick's College Silverstream:

**Courage**

**Faith**

**Humility**

**Support**

**Unity**

*"What a task it is to form a man!*

*How difficult it is*

*How much patience is required*

*But is there anything greater"*

Fr Jean-Claude Colin, SM  
Founder of the Society of Mary



# St Patrick's College Silverstream

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St Patrick's College Silverstream is a College where we strive to live the Gospel in a Marist way. It is a way that focuses on the compassion of Jesus. It focuses on the marginalised in society. It is a way that seeks to remove barriers from people rather than create new ones. It is a way that focuses on the individual rather than on any imposed expectations.

**“What takes first place is the concern we have for our pupils. We will make a particular study of the character of each pupil and attempt to gain his confidence in order to better lead him to the Lord and help him more effectively with his work. We will treat our pupils with kindness, gentleness, civility and fairness.”**

***The Society of Mary's Founder Fr Colin SM***

While the Marist Values provide a way of acting in this College we also have four guiding principles that inform our decision-making and actions:

**Self-management**- we want our students to grow into independent young men who can make correct and ethical decisions for themselves...young men who take responsibility for their own actions.

**Belonging** – we are all welcome here. No one should feel ostracized or belittled because they feel they are not part of this place. We celebrate diversity and differences and work to ensure that these differences are catered for within the life of the College. We are welcoming.

**Values** – We want our students to become ethical and principled young men. We particularly want them to *'be Marist'* in the way they live their lives...compassionate and *'outward looking'* rather than self-serving.

**Excellence** – we want all members of our college community to *'be the best that they can be'*. This means that *'excellence'* is a subjective principle. We seek to always provide opportunities for all of our students to achieve the excellence that they are capable of.

**In 2012 the students involved in the Marist Values Project selected the following five values as central to the Silverstream way: unity, support, courage, humility and faith.**