



## JOB DESCRIPTION

<b>Post:</b>	College Shop Administrator
<b>Responsible to:</b>	College Shop Supervisor
<b>Salary:</b>	£19,601 – £20,874 pro-rata (£6,719 - £7,155 per annum) Scale 3 point 17 - 20
<b>Hours:</b>	0.4 FTE term time only 38 weeks
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To assist the College Shop Supervisor in managing the College shop in their absence, support the College shop assistants, assist with the ordering and stock control.
<b>Specific Duties:</b>	<p>As the College shop administrator, you will be asked to undertake specific duties as the core part of your role, including:</p> <p>Assist in managing College shop stock both in the stock room and on the shop floor for sale, ensuring stock levels are well maintained and well presented</p> <p>Carry out shop ordering and administration as directed</p> <p>Carry out stock counts and checks as directed, maintaining up to date and accurate stock records and stock information</p> <p>Advising and serving College shop customers and handling customer complaints</p> <p>Assist in managing point of sale processes and recording of income</p> <p>Assisting the College cashier with cashing up tills</p> <p>Liaising with suppliers, placing orders and identifying best value for money in accordance with College financial procedures</p>

**General Requirement:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# **PERSON SPECIFICATION**

## **COLLEGE SHOP ADMINISTRATOR**

This post would suit someone with some or all of the following skills and experience:

- Experience of working in a retail environment
- Experience of stock management
- A proficient level of computer literacy and ability to learn new systems
- Good inter-personal and customer service skills
- High standards of accuracy and attention to detail
- A willingness and flexibility to learn and then operate new procedures effectively
- Ability to prioritise when under pressure and meet deadlines
- The capacity to operate both as part of a team and to take individual responsibility for certain functions
- A commitment to undertaking continued professional development activities relevant to the post

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.