



ST MARY'S CALNE

SCHOOL SHOP ASSISTANT

PART-TIME
TERM-TIME PLUS OCCASIONAL HOLIDAY WORK
APRIL 2024

APPLICANT PACK





Acting Head: Mrs Diana Harrison
MA (Cantab), PGCE (Bristol), CPP (Roehampton)

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

The School Shop Assistant | Job Overview:

20 hours per week (three afternoons 12.30-17.30 and one morning 08.00-13.00, may include occasional Saturdays in term time). The role is term time weeks plus 2 weeks in the summer holidays (38 working weeks in total over the year). The role may have scope for increased hours in future which will be negotiable with the successful candidate.

The School Shop Assistant attends to students, parents and staff and acts as additional pastoral support to pupils visiting the shop regularly. Supporting the Shop Manager in all aspects of day to day tasks, the post-holder will also look after all elements of business in the Shop Manager's absence and will provide support during particularly busy periods and special events.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check. We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Co-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Our latest Co-Curricular
Booklet & Weekend
Programme



CO-CURRICULAR AND WEEKEND
PROGRAMME
AUTUMN 2023



THE SCHOOL VALUES

AMBITION

Deliver a tailored and specialised curriculum to inspire a love of learning and enable our students to achieve top class academic results

Guide and support every student to challenge themselves and reach their full potential

Prepare our students for higher education, careers, leadership and the challenges of a fast-changing global world



COMMUNITY

Be a vibrant, warm, open and inclusive community, where boarders and day students live with empathy and respect

Encourage our students to become proactive, engaged citizens who make a positive difference to the world

Connect, collaborate and communicate with our dynamic, supportive and extensive alumnae network



INNOVATION

Spearhead research and practice in adolescent development

Foster creativity in the arts and sciences, encouraging freedom of thought and self-expression

Embrace new developments in technology to prepare our students for the future



OPPORTUNITY

Deliver a breadth of academic and co-curricular opportunities to meet each student's ability, needs and interests

Create opportunities for adventure, exploration and discovery for all members of our community

Provide opportunities for girls from diverse backgrounds who would benefit from a St Mary's Calne education



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links from Chippenham and Swindon.

The school is set in its own attractive 24 acre grounds shared with St Margaret's Prep School whose pupils also enjoy use of the school shop.

The school boasts a homely atmosphere and friendly, supportive colleagues.

With a new incoming Head joining the school from September 2024, this is an exciting time to join the team.

The benefits of working at St Mary's include:

- **Membership to a pension scheme with generous employer contributions.**
- **Employee Life Cover for eligible employees**
- **Discounted membership of the on-site St Mary's Calne Sports Club for eligible employees, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership**
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support.
- Access to the School Library services.
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep School (day school and nursery for ages 2 to 11).



THE POST

The shop operates an electronic sales system and the successful candidate must be computer literate and able to learn quickly. St Mary's girls can purchase items by having them added to their school bill, so accurate record keeping and disbursement of charges is imperative. Students buying things often need help, advice or reassurance with sizing or unfamiliar items. Many pupils who board look to all school adults to give them support and some as young as 11 will be living in the UK for the first time, so a kind, sensitive and friendly manner is essential.

Younger pupils from St Margaret's Prep also pop in with their parents before and after school for items such as sports kit, stationery and tuck treats. The shop stocks uniform items for both schools and offers a personal fitting service. It is important to be able to build a good rapport with adults and children.

Emailing and telephoning staff and parents is a regular part of the role, so good, concise communication skills are important.

Main Duties

- Assisting the Shop Manager with all the day to day tasks including sales, customer service, stock rotation, shop communications and record keeping
- Liaise with students, parents and boarding houses where required
- Running the shop, including opening and locking, in the Manager's absence (days off and periods of holiday), either on your own, or alongside one other Shop colleague
- Liaise with shop colleagues on matters arising when on shift
- Take full control of the Summer stationery order process *, from ordering and checking to preparing items ready for departments at the start of the Autumn Term.
- Summer stock taking
- Uniform fittings as and when required

2 weeks holiday working during the summer is required to fulfil tasks that cannot be carried out during term time (such as stock taking and uniform fitting). Overtime may be available for further additional tasks by negotiation. Overtime is paid at flat rate.



Person Specification

Our ideal candidate will have the following attributes:

- Efficient and able to prioritise tasks
- Numerate
- Computer literate with a working knowledge of email, spreadsheets and (desirable) database systems.
- Polite, friendly and welcoming with a caring manner
- Flexible and motivated
- Trustworthy and discreet
- Previous retail experience in a small business would be beneficial

Working Hours, Holidays & Salary

The post is predominately term-time to match the term dates of St Margaret's Prep (36 weeks per year), for 20 hours per week. Three afternoons 12.30-17.30 and one morning 08.00-12.30 which may include occasional Saturday mornings in term time.

Two additional weeks in the summer holidays to include assistance for uniform fitting are included in the contract, making 38 working weeks per year in total.

The salary for this position is in the region of £23,796 FTE (approx £10,000 pro rated inclusive of statutory holiday pay).

Term time staff are entitled to 5.6 weeks statutory holiday pay. This is included in the salary calculation for term time employees, and all times of school holidays are regarded as non-working weeks. 'Term time' working weeks (35 full working weeks per year) do not always coincide exactly with the term weeks of the student calendar.

Holidays should not be taken in term time.



FURTHER DETAILS AND HOW TO APPLY

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training prior to joining the school, and as required throughout the employment.

An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member.

For information, extracts from the school's Child Protection policy are appended on the final page of this document.

Further information about the school may be viewed on our website: www.stmaryscalne.org

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a [school application form](#) which is linked here, or can be downloaded from the [vacancies page](#) of the school website or can be sent on request from:

Mrs Nina Clark, Director of HR, St Mary's School, Calne, SN11 0DF

Email: recruitment@stmaryscalne.org Tel: 01249 857 339

www.stmaryscalne.org www.stmargaretsprep.org.uk

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 09.00 Tuesday 2nd April 2024

Interviews to take place w/c 8th April 2024



APPENDIX 1:

EXTRACT FROM ST MARY'S SCHOOL CHILD PROTECTION

St Mary's Calne and St Margaret's Prep fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.