



**WILLIAM CAREY
CHRISTIAN SCHOOL**

Uniform Shop Coordinator Part Time

INFORMATION PACK

Please email your completed application and documentation to
employment@wccs.nsw.edu.au



Expect great things

VISION

**To see our students saved by Christ.
To see our staff and students live for Christ.
To see our students learn, grow and flourish.**

MISSION

**Transforming lives by the proclamation of
the Gospel and the delivery of an excellent,
Christian education that is accessible to the
whole community.**

MOTTO

**Expect great things from God,
Attempt great things for God.**



Our School

As a school community, we strive to:

- Grow in understanding of living God’s way in God’s world as God’s image.
- Use evidence based research to drive outstanding teaching and learning practice.
- Offer and maintain an inclusive, supportive and safe teaching and learning environment.
- Promote a strong sense of belonging in our students, their families and the staff.
- Manage resources wisely to enable accessibility of the school to the whole community.

This means that a William Carey Christian School student is:
Well known, well cared for and well educated.

These three fundamental features of our school shape how we partner with students, families and the community to educate and grow the whole child.

WCCS students are **well known** by their teachers as individuals. Each student has been created by God, with their own strengths and requirements that need to be identified, acknowledged and met. This will allow students to be challenged and supported as they grow in knowledge and character, grounded in a clear understanding of who they are in God’s world.

WCCS students are **well cared for** in an inclusive, supportive and safe school environment. Students have strong sense of belonging, a place where they can be nurtured, growing to be courageous and creative, challenged by the call of the Gospel, and given the conviction to shape the world, rather than being shaped by it.

WCCS students are **well educated** by teachers who make learning meaningful, seeing God’s big picture and their place and purpose in it. Students learn how to learn, and are given opportunities to develop discernment and wisdom, developing their own unique character from the inside out.

Role Description

Details

- Part time, 2 days per week term time, Mon and Thurs (open to consider other days), 8:00 am - 4:00 pm.
- 39 weeks, includes 1 week for January Staff Development Week (salary of 39 work weeks averaged over 52 week period). Additional days in term break may be required, by agreement.

Framework

Our task can be seen within the framework of:

- **Head** (the ruling side of things – biblical rule of faith and practice, NESAs requirements, evidence based research, professional development),
- **Heart** (your passion for the gospel, for your subject, for colleagues and your students) and
- **Hands** (the practical component of what you do: administration, stewardship, implementation in our situation).

Working at William Carey gives opportunity and responsibility for staff:

- To maintain a Christian lifestyle, growing in living God's way; promoting and modelling an understanding of living God's way in God's world as God's image;
- To develop their biblical worldview and to disseminate it.
- To share the gospel with students and parents, pointing them to Christ.
- To develop relationships with students, parents, colleagues and others that show the fruit of the Spirit, seasoned with salt, modelling Christ in their interactions and being sensitive to interpreting responses from students and parents who come from diverse cultural and religious backgrounds.
- To develop their professional skills, carrying out their duties in a competent and conscientious manner, while seeking opportunities to improve their knowledge and skills, including through participation in professional development.
- To work cooperatively to maintain a consultative and collaborative workplace
- To work humbly, following reasonable instructions given by their supervisor, complying with school policies and procedures, and being accountable for their own actions and decisions.

The Role

The Uniform Shop Coordinator is responsible for coordinating tasks and operations, playing a pivotal role in ensuring the seamless day-to-day functioning of the Uniform Shop. This includes delivering exceptional customer service and maintaining high operational standards to support the needs of the School community.

Reports to

The Uniform Shop Coordinator reports to the High School Office Administration Manager.

Essential Criteria:

- A person of evangelical Christian convictions and character, actively involved in a Bible-based Christian church and committed to the work of Christian education.
- Affirm and uphold the School's Statement of Faith and committed to working a biblical worldview into all aspects of School role.
- Have a current Working with Children Check as legislated.
- Experience in retail inventory management.
- Strong understanding of finance, including cash reconciliation, bookkeeping, and a high level of numerical aptitude.
- Experience in performing a range of administrative tasks efficiently, with proficiency in utilising ICT tools to support daily operations.
- Demonstrated expertise in providing high-quality customer service.
- Strong communication skills, with the ability to engage effectively with students, teachers, colleagues, and the wider community.
- Ability to work independently with a positive, proactive mindset, demonstrating initiative.
- Strong ability to collaborate effectively with other teams, contributing to a cohesive working environment.
- Physical capability to meet the demands of the role, including moving stock as required.
- Friendly and positive demeanour, consistently displaying patience and resilience.
- Familiar with a school uniform retail setting (preferred).

Role Responsibilities:

- Greet all visitors to the Uniform Shop warmly and provide assistance in person and over the phone, responding to enquiries and determining appropriate actions.
- Assist parents with uniform purchases in a welcoming and positive manner, providing a high-quality experience and positive outcomes.
- Review current stock levels and recent sales history to determine appropriate purchase orders for uniform stock.
- Coordinate the timely delivery of new uniform stock to meet need.
- Transfer stock from the storeroom to the Uniform Shop when inventory levels are low.
- Manage the ordering and distribution of staff uniforms.
- Complete sales transactions using MYOB and issue invoices to parents.
- Follow end-of-day balancing procedures, including cash counting and reconciliation of EFT receipts.
- Regularly reconcile and balance uniform shop sales, processing entries and preparing Excel reports.
- Support training to casual staff on shop procedures.
- Contribute to the management of the online Uniform Shop platform (Munch Monitor), championing its ongoing service and delivery to the school community.
- Coordinate the purchase and sale of second-hand blazers and School clothing.
- Conduct the end of year stocktake.
- Collaborate with staff to arrange, monitor and manage sales for special events, including invoice processing, cash handling and banking.
- Manage the processing, ordering, and reconciliation of Book Club orders.
- Communicate and collaborate with the High School Office Administration Manager regarding:
 - o administration matters,
 - o arranging casual staff, including for peak times,
 - o newsletter content related to the Uniform Shop; broadcasts, Friday night reminders.
 - o arrangements for out-of-hours trading, including a day in April and September school holidays if

needed for change of season.

- Be attentive to Enrolments department request regarding prospective parents and uniform fittings.
- Provide the Accounts Office with monthly MYOB reports, including stock lists and revenue reports.
- Communicate special trading hours to relevant staff, including Enrolments, Year Coordinators, and Kindergarten/Prep.
- Collaborate with relevant staff to coordinate Year 12 Jersey and Year 7 Blazer fittings.
- Provide lunch cover for Front Reception Staff, for 30 minutes each workday.
- Regularly update and maintain the Uniform Shop procedure manual to ensure efficient shop operations.
- Maintain a professional, organised, safe and functional Uniform Shop environment, ensuring uniform stock is well presented.
- Perform additional duties as directed by the High School Office Administration Manager to support the smooth running of the service.

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.



Statement of Faith

I affirm the following to be true and declare my commitment to living in accordance with these truths as a servant of Christ:

The Bible is God's personal words to us announcing and explaining the Good News of salvation through the person and work of Christ. The Bible bears the authority, power and presence of God himself as he speaks these words to us. His words are complete. We cannot add to, subtract from or change them. They speak to all cultures and societies.

God has also revealed himself in his creation and in human nature. Every human being therefore knows that God exists, that he is powerful and that God is justly angry with mankind and therefore we are all without excuse. This revelation offers no way of salvation and so the natural reaction is to suppress this knowledge of God or replace God with gods of our own imagination. The knowledge of the way of salvation is revealed only through the Bible.

God has also graciously allowed all humanity to have a measure of knowledge and understanding of his creation such that were we to live in peace and unity there would be nothing on this earth that mankind could not accomplish. This knowledge and understanding, being then distorted by sinful belief, is confused, and to varying degrees becomes damaging and dysfunctional. All knowledge and understanding needs to develop within the framework of God's self-revelation.

There is only one God who exists in three persons, who are revealed to be the Father, the Son and the Holy Spirit. Each person is equal and all of God. God has no parts or dimensions. Each person relates to the others in intimate love and perfect fellowship. Each person carries out distinct roles and functions.

God is not a part of the created order. He exists independently and yet he is intimately involved in his creation. God is infinite, eternal and unchangeable in his being, love, wisdom, power, holiness, justice, goodness

and truth. All that exists, including time and space, has been created by him and continues to operate and exist only by his word and power. There is nothing that happens that has not been planned by God, whether good or evil. His plans and purposes cannot be thwarted in any way by any person or power.

God created all that is not God. He did so to glorify himself. We exist for his glory which gives our lives eternal meaning and significance. God created human beings in his image to glorify God and enjoy him forever. Being created in the image of God, though now damaged by Adam's sin, sets us apart from and over all other creatures. The image of God is the whole person, and cannot be limited to an ability or character trait.

When the first man (Adam) chose to disobey God in hope of being God's equal, he and all his descendants, being born under his leadership, were then separated from God. Since God put all of the creation under the rule of mankind, Adam's rebellion caused his creation to no longer operate in accordance with God's design. Sin had entered the world and the original beauty of creation began to be destroyed, including our relationship with God, our relationships with each other, our bodies, minds, attitudes, emotions and the environment around us. Since then people have used everything and everyone for the selfishness of human pride, motivated by personal pleasure, greed and glory rather than for the glory of God.

Being 'dead in sin' – separated from God by that first sin – every human being is conceived and born an enemy of God, damaged by the effects of sin, unable and unwilling to accept the truth about God, or to do anything that would be acceptable in God's sight without God's initiative.

From before creation, God, in his mercy and grace, planned to save some of humanity through Christ. The penalty for sin is death. Because God is just, the penalty for sin must be paid. So God himself became

a man, Jesus. He was born of a virgin, lived a sinless life, defeated Satan, and died in the place of all who, by God's grace and enabling, would repent and entrust themselves to him for salvation. Having satisfied the justice of God, Jesus rose from the dead, ascended into heaven and continues as the head of a redeemed humanity, being those people whom he chose before He created the world. From heaven he then poured out the gift of the Holy Spirit upon his redeemed people. At conversion, each believer receives the Holy Spirit, the indwelling presence of God, to empower us for Christ's service and ministry to a fallen world. He gives his people the abilities to build up one another to live lives transformed into the character of Christ working together in the assemblies of the church.

Every believer in Christ is commanded and sent by God to bring the Good News of this salvation to the world and, by word, action and attitude, bringing peace and grace to bear in the wider community.

For any person to be saved they must hear the Gospel as revealed in the Bible, and by the grace and work of the Holy Spirit be born again, and so change their attitude, be sorry for their sin, hate it and determine to live in obedience to God, putting their trust in Christ alone for salvation. God then declares the believer to be innocent of all sin and blameless forever. This is God's work of grace in us, not a work we can do ourselves. We cannot earn it or deserve it.

The believer is adopted into God's family as a child of God, and therefore must be committed to a local church that faithfully teaches God's Word, the Bible. This involves taking one's place in the assembly of the church, serving God by working to build up fellow believers. Our aim is to glorify God, study his Word, and be transformed into the character of God while working together to bring the Gospel to the community. Worship of God is all of life.

While I submit under God to the civil authorities, I thank God for them and pray for them. I recognise that God is supreme and all authorities must ultimately answer to him.

I understand that I live as a citizen of God's Kingdom in a world ruled by a sinful humanity driven by the deceitfulness of Satan. I therefore expect and accept that I will suffer. I am determined to bear whatever God's plans for me may be, mindful of the suffering of Christ, and the grace that saves me. I acknowledge that God's will, working out in his ways and plans, is often above my understanding. I submit in faith knowing that God works all things together for the good of his people and for his glory. As a disciple of Christ I am determined to ever seek greater knowledge, wisdom and understanding from God's word so that I will constantly put away the habits of my old sinful nature. With fervent prayer I want to learn to live as the new creature I am in Christ, and to build up my fellow believers in faithfulness and service to him until he returns.

I look forward to the return of Christ. I believe in the physical resurrection of the dead, and the coming of a new creation. I acknowledge the certainty of final judgement for all, the reality of hell which is the fearful prospect that awaits those who do not turn to Christ. I therefore commit myself to making the most of the time I have to call all people to turn to Christ for salvation and eternal life.

I seek to serve and be of benefit to the local community through the ministry of Christian schools as a means to teach and model the Gospel and equip children and young people to live in God's world, God's way as God's image according to God's Word. This involves the teaching of the Bible, engaging with the scholarship and culture of our society through the teaching of the required curriculum from a Christian perspective and analysis. This is done with love and care for each person and family making up the school community.



Application Process

Your application should include the following parts:

- Your covering letter in which you address the selection criteria
- Your resume stating:
 - Your academic qualifications and institution which conferred them
 - Your professional history in education
 - Other relevant professional experience which you feel might support your application
 - Recreational and cultural interests in which you may have been involved in your previous schools
 - The names and contact details of three referees (only to be contacted at a final stage of selection)
 - One of whom is your current Principal
 - Another must be the minister or pastor of the church you regularly attend
- [An Application Form](#) from the WCCS website.

Please submit your application in an email with attached parts to **employment@wccs.nsw.edu.au**.

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