



## Position Description

<b>Position:</b>	<b>PLC Shop Assistant</b>
<b>Position Status:</b>	Casual
<b>Classification:</b>	Level 1.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
<b>Reports to:</b>	PLC Shop Manager. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Position Overview

The PLC Shop Assistant assists in the running of the PLC Shop and fulfils an important public relations role for the College, often being one of the first points of contact for new families. They are customer-focused with retail experience, including register handling, stock control, and general sales.

The PLC Shop serves students and their families as well as staff of the Early Learning Centre, Junior and Senior Schools. It supplies a full range of uniform requirements, in addition to assisting in the supply and fulfillment of stationery.

The PLC Shop is open Monday to Friday, 5 days per week during peak periods, and 3 days per week during non-peak periods. Some Saturday trading occurs in peak periods.

The PLC Shop's trading hours are:

- 8:15am – 12pm
- 12:45pm – 4pm
- Closed: 12:00pm – 12:45pm for lunch

The days to be worked will be negotiated depending on the peak and non-peak periods. Availability during peak periods in November/December and January/April is a requirement.

## Key Responsibilities:

Examples of duties include but are not limited to:

- assisting parents and students with the purchase of uniform requirements
- operating the Point Of Sale (POS) retail system effectively and accurately
- assisting the school community with stationery requirements
- participating in periodical stocktake of all goods
- assisting in keeping the shop clean, tidy, and safe
- acting as a PLC ambassador

## Other Duties

- as directed by the PLC Shop Manager
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

## Key Relationships:

- PLC Shop Manager
- College Staff
- Business Manager
- Parents
- Students

## Mandatory Qualifications / Registrations / Certifications:

- current Employee Working With Children Check (WWCC)



- current certification, or willingness to obtain certification, through PLC-run programs:
  - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
  - Asthma First Aid certificate
  - Anaphylaxis Management certificate
  - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required

### **Knowledge, Skills and Experience:**

- experience in a similar retail customer service position
- knowledge of retail POS systems (experience in Synergetic would be well regarded)
- sound computer skills including Microsoft Word, Excel, emailing, and the internet

### **Key Attributes:**

- ability to relate to the wider school community
- a helpful, friendly demeanour with a demonstrated commitment to excellent customer service
- ability to work efficiently and independently and possess an enthusiastic and positive attitude
- effective communication and interpersonal skills and the ability to relate to people at all levels and from different cultural backgrounds
- ability to work and contribute as a team member
- demonstrated initiative and a 'can do' attitude
- a continuous improvement mindset and a focus on quality outcomes
- willingness to support the values and policies of the school, including OH&S as it applies to manual handling
- a commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

**All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**  
Principal

August 2025

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*