



POSITION DESCRIPTION

POSITION:	Retail Manager
DEPARTMENT:	Retail
CAMPUS:	Cross Campus
DATE PREPARED:	October 2025
REPORTS TO:	Executive Director Operations and Shared Services
DIRECT REPORTS:	Supervisor of Shops, Bookroom and Sewing, Sales Associates
EMPLOYMENT STATUS:	Part time ongoing

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. In 2026 Geelong Grammar School will have three campuses following the transition of Bostock House to a purpose-built facility at our Corio Campus

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding, and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the school community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the recently opened (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The Retail Manager is a Business Manager, Senior Buyer, and Merchandiser for four Campuses.

KEY RESPONSIBILITIES

The Retail Manager is responsible for the following tasks:

- Managing the daily operations of 4 retail outlets (2 uniform shops, print and book room and Timbertop Hike store) also the sewing and laundry room.
- Managing supplier selection, relationships, negotiations, purchasing and stock levels
- Collaborate with the Academic Office and manage and co-ordinate the supply of books and stationery
- Researching, selecting, and purchasing fit for purpose, quality products.
- Managing and setting budgets, setting prices and managing overall delivery of financial targets. Managing relevant sales and financial systems.
- Manage a team of staff - hire, train and develop employees.
- Collaborating with the Uniform Committee to develop a timeless uniform with processes in place for change.
- Collaborating with Marketing to promote uniform and merchandise.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Heads of Campus and Heads of School

Director Student Engagement and Experience - Wellbeing

Head of Sport

Head of Learning and Teaching

Other Operational and Teaching staff

External liaisons

Suppliers

Contractors (Laundry for e.g.)

Students and Parents

KEY SELECTION CRITERIA:

- Professional experience in Retail.
- Commercially minded.
- Excellent data analysis skills and confidence working with numbers.
- Presentation skills and the ability to explain data clearly.
- A track record of outstanding management of day-to-day operations, including production, human resources, and accounting processes.
- A motivated leader who thrives on creating and sustaining a climate of inclusion, trust, and productivity.
- Strong negotiation skills.
- Strong decision-making skills.
- Excellent time management skills
- Effective communication and teamwork.
- Ability to delegate.

QUALIFICATIONS AND EXPERIENCE:

- Three or more years of experience in Retail buying and business management.
- Financially and numerically strong (experience in budgeting and delivering financial targets)
- Good leadership skills
- Up-to-date knowledge of relevant industry trends
- Thorough understanding of relevant compliance requirements
- Store Management experience
- Strong PC skills with email, word, excel etc.

Desirable

- A Degree/Diploma in Retail/Business/Marketing or related field.
- A working knowledge of resource planning and forecasting.
- Exceptional knowledge of fabrics and performance under industrial laundering.
- Strong line management skills.
- Good negotiating skills.
- Proven ability to manage delivery of sales targets and margins.
- Excellent planning, organizational and time management skills.
- Experience in a school environment would be an advantage.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also can participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of students and has a zero tolerance of child abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS

Current driver licence is essential to the role.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- The incumbent may be required to travel to other campuses and stay overnight (or longer) at our Timbertop Campus/in Mansfield.
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.