



Position Description

Position:	PLC Shop Assistant
Position Status:	Casual
Classification:	Level 1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
Reports to:	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 to provide 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

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

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 learning, care and wellbeing programs. 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.



Context of the Role

The PLC Shop is the on-campus and online uniform and stationery store for the College. It supplies a full range of uniform requirements, in addition to assisting in the supply and fulfillment of stationery.

The PLC Shop serves students and their families, as well as staff of the Early Learning Centre, Junior and Senior Schools.

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

Position Overview

The PLC Shop Assistant supports 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 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 an important part of the role.

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 ordering and fulfilling requirements
- participating in periodical stocktake of all goods, helping to maintain accurate inventory records
- assisting in keeping the shop clean, tidy, and safe, ensuring work areas, displays and stock are maintained in an orderly and presentable condition
- acting as a PLC ambassador, reflecting the values and culture of the College in all interactions with students, families and the wider community

Other Duties

- as directed by the PLC Shop Manager or the Principal
- 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 customer service position
- knowledge of retail Point Of Sale (POS) systems, would be well regarded
- experience in Synergetic, would be well regarded
- sound computer skills, including Microsoft Office, email and internet use

Key Attributes:

- ability to build positive and respectful relationships with the school community
- effective communication and interpersonal skills and the ability to relate to people at all levels and from different cultural backgrounds
- a helpful, friendly demeanour with a demonstrated commitment to excellent customer service
- ability to work independently and collaborative as part of a team
- maintains an enthusiastic and positive attitude
- maintains a continuous improvement mindset and a focus on quality outcomes
- enthusiastic about ongoing professional learning and developing skills
- committed to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- committed to the policies of the school, including OH&S as it applies to manual handling
- actively supports the College's mission, values and goals



Presbyterian Ladies' College
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Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

Dr Emma Burgess
Principal

September 2026

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