

Fettes College
Retail Assistant
Fettes Shop



The Role

An opportunity has arisen for a Retail Assistant within our Fettes College Shop which is open during term-time and in the summer holidays. The Retail Assistant will assist the Retail Manager in the operation of the School Shop to provide students, Old Fettesians, staff and visitors the opportunity to purchase high quality items for school life or as gifts for family and friends.

The successful candidate will become an integral part of the Fettes Community, joining the Fettes Enterprises team alongside colleagues within Westwoods Health Club, Fettes Centre for Language and Culture and Fettes the Venue.

The role is an essential part of the student and parental journey, often providing the first major experience of life at Fettes.

Key Responsibilities

- To serve customers within the Fettes community and cash up at the end of each trading day.
- To be knowledgeable of the school uniform for the Prep and Senior School and assist new pupils with fittings.
- Check and process delivered orders from suppliers on the WBO system.
- Review and maintain the merchandising on the shop floor.
- Work closely with the Retail Manager to gain knowledge of all shop products to maximise sales opportunities and ensure income targets are achieved.
- Work with the Retail Manager to operate the thrift shop within the main school shop and carry out an annual stock audit.
- Take responsibility for the ordering and processing of the confectionery and toiletries and regularly review and develop the range on offer.
- Opening and closing the shop on a Saturday morning (when required) (solo working).
- During the Retail Manager's annual leave, responsibility for answering emails, organising shop appointments and managing shop fittings.
- Responsible for the overall cleanliness, upkeep and maintenance of the shop and stockroom.

Person Specification

Personal Qualities

- Excellent communication skills, both verbal and written
- Sales experience, working in a retail or customer service environment
- IT proficient and willingness to learn new systems
- Good attention to detail and administrative skills
- Excellent customer service skills with a desire to help people



Benefits

This is a permanent 27.5 hr per week role, working Monday to Friday from 9.30 am to 3.30 pm (with a 30-minute unpaid lunch break) and Saturday mornings during term-time plus additional working weeks throughout the summer holiday period (please see more details in Working Schedule).

Annual Salary: £15,532 per annum (£12.50 per hour) paid monthly throughout the year.

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods Health Club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.

- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Access to our 4me benefits platform which includes discounted health care, dental cover, shopping discounts, etc for you and your family.

Working Schedule

The working schedule is Monday to Friday during term-time from 9.30 am to 3.30 pm with a 30-minute unpaid lunch break (27.5 hours per week) with annual leave to be taken within the school holiday periods.

During term time the school shop is open on a Saturday morning from 9.30 am to 12.30 pm where the Retail Assistant will be expected to work on a rotation with the Retail Manager, with time off in lieu taken in the week immediately after the relevant Saturday.

As the school shop is open throughout the summer holidays, the successful candidate will only be permitted to take 10 days of annual leave in July and will be expected to work the hours listed below throughout the remainder of the school summer holiday period:

27.5 hours per week during the last 3 weeks in August

15 hours per week (over 3 days) for the remaining weeks of the school summer holidays

Application Process

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role.

The closing date for applications for this role is **Monday, 18th March**.

To apply please go to our website and follow the link for this vacancy:

<https://www.fettes.com/about-us/vacancies>

Our Director of Fettes Enterprises, Wendy Wallace, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Wendy.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

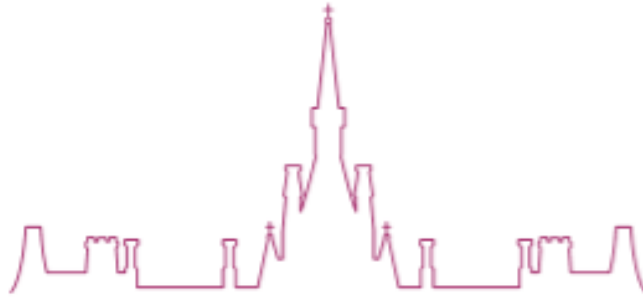
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

