



Queen Elizabeth's School

FOUNDED IN 1573

Casual Uniform Fitter (working in the School Shop)

Job Purpose:	Assist the School Shop team in fitting Queen Elizabeth's new Year 7 pupils with their uniform prior to starting at the School in September 2022.
Accountable to:	Deputy Head (Operations)
Reporting to:	School Shop Manager
Main areas of responsibility:	<ul style="list-style-type: none">• Welcome new Year 7 parents and pupils on arrival, guide them to the fitting room and discuss their requirements.• Take appropriate pupil body measurements and make an accurate record to aid in sizing the uniform.• Fit all uniform items, drawing on detailed knowledge of products and sizes.• Input information to invoice, detailing each item and quantity being supplied.• On completion of the fitting appointment, pack all uniform items into appropriate bags whilst checking each item carefully with the parent before bagging.• Escort parents and pupil to the Shop counter to process payment and register the pupil for his biometric fingerprint, used for future purchases.• Attend training sessions and undertake online training organised by the School Shop Team.
General requirements:	<ul style="list-style-type: none">• Support and contribute to the School's responsibility for safeguarding students.• Maintain confidentiality.• Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.• Promote equality of opportunity for all in our community.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.• Adhere to all relevant school policies as detailed in the consultancy agreement for uniform fitters at QE. These include:<ul style="list-style-type: none">○ Code of Conduct



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- Equal Opportunities
- Health and Safety
- Information and Communication Technology
- Pupil Discipline
- Safeguarding
- SEN & Disciplinary
- Carry out any other duties related to the job purpose as required by the Headmaster, Deputy Head (Operations) and School Shop Manager.