



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School City Campus

Job Specification: School Shop Assistant (This appointment is for a Thai national only)

Posting Date 9<sup>th</sup> May 2018

Closing Date 9<sup>th</sup> June 2018

Department: Administration

Key

Responsibilities:

The School Shop Assistant reports directly to the Administration Manager and is responsible for the effective management of the school shop. In particular the School Shop Assistant will

- Maintain to professional standards for the appearance of the shop ensuring all stock is suitably displayed, priced and stocked.
- Manage and control effectively the levels of all stock ensuring re-order levels are set appropriately to ensure no stock-outs occur and to avoid over-stocking.
- Ensure all stock is kept safely and securely at all times.
- Raise purchase requests based on re-order levels and lead times to ensure replacement stock is received before stock-outs occur.
- Check and record deliveries into the shop to ensure quantities, prices and quality are according to the purchase order specification.
- Serve customers and assist with queries.

- Ensure the shop environment is welcoming and tidy.
- Assist with other general administrative duties as a member of the administration team including supporting the reception function of the school.

Professional  
Expectations:

The School Shop Assistant should have the following qualities

- a good understanding of excellent customer service;
- a good English and Thai communication skills;
- experience of working in retail environment an advantage;
- have a “can-do” approach be efficient and accurate in dealing with work and duties assigned;
- a friendly, helpful, confident and engaging personality;
- respect confidentiality as require;
- good administrative and record-keeping skills.

Child  
Safeguarding:

Shrewsbury International School City Campus is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all children in the school
- report to the Child Protection Officer any concerns they have for the welfare of a child.
- keep professional relationships with children where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

Applications will only be accepted on the official Shrewsbury International School City Campus Application Form, which is available on the school website “Job Vacancies” page.

<http://city.shrewsbury.ac.th/Current-Vacancies>

The application is preferably in English so please select the application for Thai National (English Version)

Further Details: Full details of the school are available on our website at <http://city.shrewsbury.ac.th>  
Any queries should be forwarded to [jobs-city@shrewsbury.ac.th](mailto:jobs-city@shrewsbury.ac.th).