

GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: dl.1017.info@schools.sa.edu.au

W: www.glenelgps.sa.edu.au



Volunteer role description

Your role

Uniform Shop Support

Location

Working in the Uniform Shop to support the management of school uniform sales

Start date (and end date if known)

May 2019

Key skills

- The ability to relate well with families and communicate in a positive and encouraging manner
- Enjoy helping and assisting others.

Main duties

- To follow the lead of the Uniform Shop Manager and assist as directed by them.
- Help families with uniform sizing and products as requested.
- Tidy the Uniform Shop.

Aim of the role

- To support families in their purchase of uniforms for school wear

What you need before you start

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- Volunteer RAN-EC
- DCSI clearance
- Inductions – school, DfE

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Supervision and safety

You need to:

- sign in and receive your badge from the front office
- always check in with the Uniform Shop Manager
- make sure everyone is safe.

What we expect from you

- Treat everyone fairly and with respect.
- Be a good role model for the families.
- Show enthusiasm and enjoyment – make it fun.
- Be reliable.
- Ask the Uniform Shop Manager if you're not sure about anything.

Reporting and contact details

Volunteer reports to: Uniform Shop Manager

Contact person: Trea

Role review date: 12/ 4 /2020