



**Fairmont High School
School Shop Manager/Administrator
(Start date: 1 January 2010)**

Fairmont High School, a top English medium school based in Durbanville requires the services of a School Shop Manager as part of our expansion initiative.

The skills and qualifications required for the post include the following:

- Minimum Grade 12 – good financial experience preferred;
- Self-driven, results-orientated with a positive outlook and a clear focus on high quality and business profit;
- A planner who critically assesses own performance;
- Reports to the Credit Controller;
- Able to work in a team, as well as being self-sufficient;
- Computer literacy (MsWord, Excel, Pastel and Email) ;
- Good communication skills to deal with different suppliers/parents/students;
- A high level of integrity; and
- Have an attention for detail.

Duties could include:

- Second hand uniform sales
- Sports kit sales
- Stationery sales
- Issuing and ordering of badges and scrolls
- Issuing and ordering of name badges
- Text book control
- Issuing and ordering of discipline control room supplies
- Issuing, ordering and stock control of cleaning materials and other consumables
- Liaison regarding the school inventory and disposal of assets
- Liaison with insurance companies
- Various other administrative duties as the need arises

The successful candidate needs to be willing to work flexitime.

Remuneration:

A negotiable remuneration package will be offered considering experience and background. Profit sharing can be negotiated. Benefits will adhere to typical benefit structures in place for SGB appointed employees at the school.

Closing date: 15 November 2009

Please send your CV for attention to the Principal:

E-mail: principal@fairmont.co.za.

Telephone: (021) 976-1147 or

Fax: (021) 976-8735.

Please consider your application unsuccessful should you not hear from us. Fairmont High School reserves the right not to make an appointment.