



## **Retail Sales Assistant**

**Fixed term – 11 weeks from 2<sup>nd</sup> July 2024 to 14<sup>th</sup> September 2024**

**25 hours per week**

**Working pattern:** either option 1: Monday – Friday 8.00 am – 5:00 pm / Saturday 8.00 am – 2.00 pm or option 2: Monday – Friday 9:00 am to 4:00 pm / Saturday 9.00 am – 1.00 pm

**£12 per hour**

A fantastic opportunity has arisen for a proactive and charismatic Retail Sales Assistant to join our team at Clifton College School.

Working within a small and friendly retail team, teamwork and the ability to build relationships are key to this Sales Assistant role. We are looking for a Retail Sales Assistant who will proactively engage with every customer and deliver a true retail customer experience.

## **About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

## **About You**

To be considered for this exciting role, it is essential that you have the following:

- Genuine desire to deliver first-class customer service and have a passion for product
- Ability to work well under pressure whilst prioritising workloads and meeting deadlines
- Self-motivated, shows initiative, confident and a strong team-player



## What you'll be doing

As a Retail Assistant your main responsibilities will include:

- Ensure that customer service is not an afterthought but an intrinsic part of the sales process
- Take responsibility for visual presentation and cleanliness of the store
- Ensure accurate and appropriate advice to ensure that our customers buy the best and relevant products to meet their needs
- Process Online orders accurately and efficiently

## What's in it for you

£12 per hour • 26 days annual leave plus bank holidays (pro rata) • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week

## How we Recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.



If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

### **Equal Opportunities**

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **How to apply**

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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