

# ST DOMINIC'S PRIORY SCHOOL



Godlonton Avenue, Miramar is an independent Catholic School from Pre School to Grade 12.

Applications are invited for the following permanent post:

**SCHOOL SHOP MANAGER  
(PART-TIME)  
COMMENCEMENT DATE:  
1 JANUARY 2027**

The School Shop Manager is responsible for the efficient and effective operation of the school shop, ensuring it meets the needs of pupils, staff and parents. The role involves managing inventory, processing sales, maintaining accurate records and providing excellent customer service.

**Qualifications and skills required:**

- Matric or equivalent and suitably experienced
- Previous experience in a similar environment or role would be advantageous
- Excellent interpersonal and communication skills with the ability to communicate effectively with both children and adults
- Strong administrative, attention to detail and numerical skills
- Basic knowledge of accounting procedures and best practices
- Computer proficiency, particularly in Excel
- Ability to build and maintain professional relationships with the Shop's suppliers

**The successful candidate should:**

- Be able to use Pastel and have working knowledge of quoting, invoicing, bank receipting and inventory control
- Be able to undertake bi-annual stocktaking

Being a practising Catholic or other Christian denomination, able to uphold the Catholic ethos of the school, would be advantageous.

Please e-mail a CV with two contactable references, a letter motivating the application and a completed EEA1 form available at [www.priory.co.za](http://www.priory.co.za) to:

The Head of School at [cv@priory.co.za](mailto:cv@priory.co.za)

**Closing date: Friday 25 September 2026**

Enquiries 041 396 2800

SDPS is an Equal Opportunity Employer. The School reserves the right not to make an appointment. Please note that communication will be directed to short-listed candidates only. An application will not, in itself, entitle an applicant to an interview or an appointment. Should you not have been contacted within one month of the closing date, please consider your application unsuccessful.