



Job Title: Procurement & Stores Assistant
Grade: 3
Status of Post: 37 hours per week. Full time/Full year
Responsible to: Procurement Team Leader

Purpose of Post: To work with the Procurement & Estates Team in delivering an outstanding service to meet the demands of a vibrant educational and commercial environment. The role is vital to overseeing the delivery of resources into the College and stores management, as well as processing purchase orders and updating key information on college systems and maintaining spreadsheets.

Key Responsibilities:

- To be responsible for the receipt of all deliveries into the college and manage the distribution of resources, which may involve the use of a forklift truck or electric trolley or other lifting equipment.
- To maintain the electronic goods received register and ensure all resources are stored appropriately, distributed to and collected by the recipient in a timely manner ensuring correct audit trail on Mailtrack System.
- To oversee the security of the Goods-In entrance to the college and provide banks-man duties to HGVs delivering or collecting waste and exchanging skips.
- To be responsible for preparing and distributing stationery orders and resources completing spreadsheets and documentation for monitoring resource allocations.
- To be responsible for all stock control systems, ensuring sufficient stock levels are maintained ordering as necessary from our Approved Suppliers and carrying out stock checks as required and keeping all the Stores and Goods-in area organised and tidy in line with Health and Safety requirements.
- To assist with sourcing and obtaining quotations using Approved Suppliers, processing purchase orders, card payments and maintaining expenditure sheets.
- To liaise with suppliers and all college areas to resolve queries arising from purchase orders, deliveries and invoices, ensuring a successful outcome in a timely manner.
- To oversee contractors visiting the college and ensuring they are signed in, issued with contractors identity badges, checking DBS Register and RAMs are in place.
- To be responsible for the sorting of incoming post, and processing outgoing post, including recorded and special deliveries whilst meeting the agreed collection times by Royal Mail. To include the topping up of franking credit and arranging for the dispatch of parcels by courier.
- To be responsible for the Events Store and preparing resources when required.



- To issue college keys appropriately, maintain database and assist with the issuing staff campus cards.
- To manage the internal/external archive process for the whole of the college, keeping reference log and ensuring accurate documentation.
- To train as Fire Marshall and support emergency evacuations.
- To regularly meet with other teams to continuously monitor and improve the service offered by Estates and Procurement and to embed the purchasing function cross college to achieve our outstanding vision.
- To support tasks among the whole team in relation to workload balance, covering colleagues as necessary.
- To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Individual Professional Review process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- To positively promote equality of opportunity for staff and students
- To carry out other duties as may reasonably be required from time to time

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the college.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing. This job description is current as at the date of advert, but will be updated in consultation with the post holder should circumstances change.

PERSON SPECIFICATION - PROCUREMENT & STORES ASSISTANT



	Essential	Desirable	How assessed
Education/ Qualification and Training			
Math and English at level 2	✓		Application/ certificates
Experience of working in a busy customer service/office environment	✓		Application/ interview
Qualification or experience of manual handling	✓		Application/ interview
IT Qualification		✓	Application/ certificates
Forklift truck qualification or experience or prepared to train		✓	Application/ interview
Knowledge and skills			
Good knowledge and experience of working with Microsoft packages i.e. Word, Excel, Outlook and in-house computer systems	✓		Application/ certificates interview
Knowledge and awareness of a stores environment	✓		Application/ interview
Excellent communication skills at all levels, both written and verbal	✓		Application/ Interview
Accuracy in data entry and record keeping	✓		Application/ interview
Proven experience of prioritising workload, meeting deadlines and ability to work under pressure	✓		Application/ interview
Knowledge of health and safety practices in a working environment		✓	Application/ interview
Knowledge of stock control and purchasing processes.		✓	Application/ interview
Other			
Ability to demonstrate a clear understanding of the requirements of safeguarding in an educational setting		✓	Application/ interview
Commitment to team working	✓		Interview
Ability to solve problems quickly and effectively and understand when to seek guidance	✓		Application/ interview
Willingness to develop in role and department	✓		Interview
Ability to work flexibly to meet college requirements	✓		Interview

