



JOB DESCRIPTION

Job title:	Stores Assistant
Grade:	This post has been evaluated at Grade 3.
Responsible to:	Stores Manager
Date:	August 2013

Job purpose

To provide a customer focused level of support for the loan and storage of technical equipment within the technical stores areas of the School¹. This includes the set-up, maintenance, testing and demonstration of equipment to all stakeholders, including students, teaching and research staff, and external customers.

To work as part of a team to enable the effective and safe operation of the technical stores. The role holder will also have a responsibility for ensuring safe health & safety practices are operated by all individuals using the stores.

Main duties and responsibilities

The main tasks and responsibilities of this role have been grouped in the following areas:

1. Stores.
2. Administration and management.
3. Health and safety.
4. General duties and responsibilities.

Health and safety is a priority and will be embedded in all tasks and responsibilities of the role. For the purposes of this role demonstration includes showing how equipment to be loaned is

¹ School here is used as a shorthand to denote a School, Institute or Academy.

used safely. This will complement but not be part of the formal induction of students' in the use of technical equipment. These demonstrations will not be assessed as part of the learning outcomes of the curriculum.

1. Stores

- a) Prepare, set-up, maintain and test technical equipment to ensure it is in safe and good working order, troubleshooting when necessary.
- b) Manage the storage, issue and return of loan equipment, ensuring accurate, timely and effective upkeep of the booking and loan record systems, and the financial aspects of the loans.
- c) Demonstrate to students and other stakeholders borrowing equipment how it is used safely both for the user and for the equipment itself. This will include demonstrating the key user features of the equipment and preparing user documentation.
- d) Take delivery of new equipment, consumables and other resources to be held within the stores, commissioning it when necessary, preparing risk assessments for its normal operating use, and entering it on to and maintaining the store's inventory system.
- e) Advise on the purchasing of new technical equipment, and undertake purchasing of consumable items.
- f) Ensure the general tidiness and daily maintenance of the technical stores.
- g) Work collaboratively as part of a technical stores team, assisting and covering colleagues during busy periods or absences.
- h) Complete technical and other relevant (e.g. health & safety) training as identified and agreed for appropriate maintenance and development of skills.

2. Administration and management

- a) Contribute to relevant technical or other working groups/committees as determined by the Stores Manager.

3. Health and safety

- a) Undertake risk assessments for the use of technical equipment within the Health & Safety framework of the University on a continuous basis.
- b) Agree, recommend, document and adopt work practices within the technical stores and other area(s) which are consistent with actions arising from risk assessments.
- c) Build risk assessments and associated health & safety standards and procedures into the demonstration of the technical equipment, including the use of appropriate documentation.

In relation to health and safety, you are responsible for ensuring that:

- d) You comply with safe systems of work in operation within your work area.
- e) You work co-operatively with other staff who have responsibility for health and safety requirements.
- f) You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- g) You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- h) You may be required to undertake duties as a first aider (for which a separate allowance is paid).

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work in accordance with the University's policies relating to equality and dignity and freedom of speech and academic freedom.
7. To participate in the University's Annual Performance Development Review Process.

Health and Safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training matrix for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Stores Assistant

Attributes	Essential requirements	Desirable requirements
Education and qualifications	Qualification (e.g. NVQ2) and/or demonstrable experience in the use of a wide range of technical equipment within the stores of the School.	Relevant health and safety qualification e.g. IOSHH or other relevant recognised industry standard. Relevant first aid qualification.
Experience and knowledge	An up to date knowledge of a wide range of technical equipment used within the technical area of the School. Experience of working within a technical store. Ability to maintain technical equipment. IT literate. Demonstrate an understanding of customer service.	Experience of current health & safety practice (eg.COSHH and LOLER) and guidelines including the writing of risk assessments. PAT testing.
Skills and personal requirements	The ability to engage with students. Good communication skills including tact, diplomacy and sensitivity. Ability to work under own initiative and within a team, developing and maintaining good working. Flexibility to work in different locations.	