



Job Description

Job Title: Storeperson
Department: Housekeeping
Last reviewed: July 2024

Job Outline

The primary objective of the Storeperson is to provide an efficient, effective and high-quality ordering and stock control system for our domestic cleaning services to ensure that allocated areas of the School are cleaned to a high standard.

The duties of this post will include lifting and manual handling; therefore, the post-holder should be familiar with the procedures required in these areas. Full training will be given where applicable. The post-holder will be required to hold a full driving licence and be able to drive a small van.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Ensure the smooth and efficient running of the Housekeeping Department stores and to provide administrative assistance and support for the Cleaning Supervisors for goods received, storage, delivery across site and process of invoices on the School accounts system.
- To receive and check deliveries and maintain the store in a safe, tidy and organised manner daily. Ensure any inaccurate deliveries are recorded and suppliers are informed to issue a credit note for missing items.
- To control stock levels ensuring the immediate availability of all regularly used equipment and materials for Housekeeping use.
- Maintain appropriate, accurate and up-to-date stock control records specifically recording: receipt of goods, returns of goods, quality of supplies, and issue of supplies to cleaning areas.
- Undertake termly stockcounts required to reconcile stock in and out and control charges to external areas around site.

- To ensure all items are stock rotated to maximise shelf life, and safely dispose of any out-of-date or no-longer-used chemicals appropriately following COSHH and environmental regulations.
- To create orders of cleaning materials and equipment requested by Housekeeping staff weekly, and to assist with the distribution of these around the School site. Ensuring that all chemicals are received and signed for by Housekeeping staff and stored safely in a clean and appropriate environment, to ensure pupils and non-relevant staff do not have access to them.
- To undertake general administrative office duties required by the role; processing correspondence, telephone calls, photocopying, research and general filing.
- Complete a monthly price comparison of all goods across the Housekeeping Department and inform the Cleaning Supervisors and Commercial Operations Director of any large changes to pricing of 5% or more.
- To review all materials and equipment efficiently and cost-effectively, including operating in accordance with all health and safety legislation, including COSHH requirements. Ensure sustainability is at the heart of decisions when purchasing chemicals and other supplies.
- To work in a safe and hygienic manner and assist colleagues to do likewise.
- Report any maintenance requirements to the Cleaning Supervisor in a timely manner.
- Ensure that all safety precautions are taken to ensure your personal safety and the safety of others. For example, wearing appropriate protective clothing, not leaving cleaning materials unattended, and only handling supplied cleaning chemicals/materials.
- Ensuring all end-of-shift duties are completed prior to finishing work.
- To show a degree of flexibility in carrying out your duties. Assist with cleaning of areas on School site, as directed by the Cleaning Supervisors.
- Support may be required to transport furniture or cleaning equipment within the School site or any School-related building as required by the Cleaning Supervisors. All manual handling procedures must be followed.
- In agreement with the Cleaning Supervisors, introduce processes and procedures where necessary and appropriate.
- Keep the Housekeeping management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate such as missing stock or equipment within a reasonable time frame.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Storeperson Person Specification

	Essential	Desirable
Specialist Knowledge & Qualifications		
Awareness of Health & Safety at Work Regulations especially Manual Handling Regulations.		✓
Experience in stock control or stores management.		✓
An awareness of COSHH (Control of Substances Hazardous to Health) Regulations.		✓
Knowledge, Skills and Experience		
Previous store management or stock control/or work experience in a similar role.		✓
Excellent knowledge and understanding of implementing stock management systems.		✓
Excellent interpersonal and customer service skills.	✓	
Excellent written communication skills to liaise with a wide range of people.	✓	
Experience of teamwork and lone working.	✓	
Able to ensure standards for quality, customer service and health and safety are championed at all times.	✓	
Personal Attributes		
Ability to establish and maintain positive relationships.	✓	
Well organised, task orientated and able to coordinate a range of activities.	✓	
Practical evidence of taking own initiative.	✓	
Ability to adapt to changes within the services offered.	✓	
A flexible approach to assist colleagues when required.	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.	✓	
Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and using own initiative.	✓	