

**JOB DESCRIPTION**

<b>Post Title:</b> Stores Support Operative		<b>Group/Department/Service:</b> Local Services		<b>Office Use</b>
<b>Band:</b> National Apprenticeship Wage		<b>Workplace:</b> Housing Services		<b>JE ref:</b> <b>HRMS ref:</b>
<b>Responsible to:</b> Stores Supervisor		<b>Date:</b> January 2022	<b>Manager level:</b> n/a	
<b>Job Purpose:</b> To assist the Stores Supervisor to ensure the stores operates effectively and efficiently.				
<b>Resources</b>	Staff	None.		
	Finance	None.		
	Physical	Day to day responsibility for careful use and maintenance of stores stock, vehicles and any allocated tools and equipment.		
	Clients	Duties have an indirect impact upon the health and safety of the community.		
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:</p> <ol style="list-style-type: none"><li>1. Undergo apprenticeship training both on and off the job, as required to maintain a high competency level in the area of Stores Support.</li><li>2. Assist in the running of efficient and effective stores service.</li><li>3. As necessary, move and transport large and heavy items in and around the stores and surrounding areas.</li><li>4. As necessary, complete all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures.</li><li>5. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools.</li><li>6. Liaise with service users and members of the public in a courteous and respectful manner.</li><li>7. Support wider team to ensure the work is completed within the time, quality and specified service standards.</li><li>8. With guidance ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</li><li>9. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</li><li>10. Deal with simple problems referring more complex issues to immediate supervisor.</li><li>11. Candidates will be expected to work across the frontline services within their allocated area team.</li></ol>				
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
<b>Work Arrangements</b>				
Physical requirements:		Predominantly standing with regular walking, lifting, pulling and pushing. Need to remain alert for potential hazards.		
Transport requirements:		May need to attend training and development courses, meetings or other work sites within area.		
Working patterns:				
Working conditions:		37 hours per week, flexible working may be agreed. Operating both indoors and outdoors in all weathers.		

**Northumberland County Council**  
**PERSON SPECIFICATION**

<b>Post Title:</b> Stores Assistant/Yardperson		<b>Group/Department/Service:</b> Place - Stores	Ref:
<b>Essential</b>	<b>Desirable</b>		<b>Asses s by</b>
<b>Qualifications and Knowledge</b>			
Grade 4 (c) GCSE Maths & English (or equivalent; Level 2 Functional Skills) A good general education demonstrating numeracy and literacy. An initial assessment many be carried out  (For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)	An awareness of Health & Safety		a,i
<b>Experience</b>			
Previous experience is not an essential requirement	Previous experience in a related area of work. Experience of carrying/ moving equipment.		a,i
<b>Skills and competencies</b>			
Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training. Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records, with support Able to plan, organise and prioritise own time and resources.			a,i
<b>Physical, mental, emotional and environmental demands</b>			
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions Able to maintain concentration. Ability to operate, when necessary, outdoors in all weather conditions.	Some contact with service users and the public which results in limited emotional demands.		a,i
<b>Motivation</b>			
Reliable and keeps good time. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working.	A willingness to undertake basic job related training. Committed to the ethics of public service, quality and customer service. Demonstrates integrity and upholds values and principles.		a,i
<b>Other</b>			
Committed to Equality and Diversity and Safeguarding Committed to Health and Safety Committed to client confidentiality Committed to providing a quality administrative support			a,i

