



Stores and Key Room Operator

Requisition Reference: REQ250326

Job Description

Job Grade: Operational Services Grade 3

Job Purpose

To be responsible to the Stores and Key Room Co-Ordinator for aspects relating to the operation of the stores and key room duties. Including receiving inbound parts and materials, delivery, and stock process. To be able to deal with enquires and issuing of keys, visiting locations around the campus to validate information and provide a service meeting the needs of the university.

Job Duties

1. To contact suppliers and representatives to order stores parts/keys as required.
2. Communicate to customers in regard to stock availability, timelines, quantities and expected delivery dates.
3. To check documentation in connection with the provision receipts received (goods receipting), storage and issue of stores and equipment.
4. To assist Stores and Key Room Co-Ordinator maintaining accurate stock records and stock control documentation. Regularly taking the initiative in monitoring and ordering stock that is required or out of stock for maintenance teams.
5. To carry out finance tasks (Agresso) goods receipting, invoice matching, purchase order creation etc. To support the stores and key room operations.
6. To assist with the off-loading of stores from delivery lorries and to check and book in items prior to storage.
7. To ensure that storage areas and any associated buildings are kept in clean and tidy condition regarding Health and Safety Legislation.
8. To assist with the Universities key database and storage devices.
9. The ability to make complex programme changes to old and new CLIQ keys through the system portal.
10. To update, programme and assist in the administration of the TRAKA Key Cabinet Management system.
11. To undertake site surveys of buildings to ascertain key requirements for new and existing premises.
12. To ensure contractors and University Staff are issued and inducted on the use of radio communications when working within confined spaces.
13. To ensure that the required permitting system for key authority, confined space access, roof access, etc, permits are all conformed with.
14. To issue keys to University premises to authorised persons only.
15. To support system data entry maintaining records as required.
16. To cut replacement keys on a key cutting machine.
17. To deal with any enquiries relating to stores or keys and provide a good standard of service to all customers.
18. To become knowledgeable on keys and key suiting.
19. To plan work tasks over several weeks ensuring Keys and Stock are available timely for customers.

Points to Note.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, Health & Safety, etc.

Organisational Responsibility

Reports to the Stores and Key Room Co-Ordinator.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous record keeping or stores background.	1,3
	Previous experience of providing a responsive service to customers	1,3
	Previous buying/storekeeping experience in a busy environment.	1,3
	Previous experience in the construction/engineering industry.	1,3
Skills and abilities	To work efficiently and accurately, with the ability to prioritise work and to learn quickly.	1,3
	Strong commitment to providing excellent customer service	
	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	A team player and also able to plan, prioritise and work independently with minimal supervision.	1,3
	Good IT skills with familiarity in using Email, Internet, and Microsoft software	1,3
Training	A willingness to undertake further training and to adopt new procedures.	1,3

	Complete and remain up to date on manual handling training	1,3
Qualifications	GCSE – English and Maths	1,3
Other	Health and Safety awareness/qualification	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	A knowledge of locks and lock suiting arrangements.	1,3
	Conversant in using the CLIQ key programming system.	1,3
	Have supported a TRAKA Key Management System	1,3
	Knowledge of a financial system eg Agresso	1,3
	Driving Licence	1,3
	Familiar with AutoCAD	1,3
	Use of CAFM system - Archibus	1,3
Skills and abilities	Ability to cut Keys	1,3
	Stock management and or Key management system	1,3
Qualifications	IOSH Working Safely	1,3
	COSHH Awareness Training	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on OPERATIONAL GRADE 3, SALARY BAND £24,794 to £26,230 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>