

Job Title:	Storeperson and Driver
Line Manager:	Production and Technical Manager
Purpose of Role:	Responsible for the safe and accurate receipt, checking, storage, movement, picking, issuing and dispatch of materials, components and finished control panels at SCS. The role ensures parts are correctly identified, protected, traceable and allocated to the correct stock location or production job. The postholder will also undertake local and regional collections and deliveries using the company vehicle, and will support the maintenance of an orderly, safe and efficient stores and dispatch area. The postholder will work closely with the Purchasing and Materials Coordinator to ensure stock accuracy, material availability and delivery priorities are clearly communicated, recognising that purchasing and supplier management sit with that role.
Duties & Responsibilities	▪ Receive, unload and book in incoming deliveries, checking quantities against purchase orders and delivery notes. ▪ Check the visible condition of deliveries, identify damage, and confirm the correct part number and specification have been supplied. ▪ Quarantine incorrect, damaged or unidentified items and promptly report shortages, damage and discrepancies to the Purchasing and Materials Coordinator. ▪ Ensure delivery paperwork and any certificates are passed to the correct person and recorded accurately. ▪ Physically allocate materials to the correct project, job box, shelf or stock location, and clearly label unidentified or job specific materials. ▪ Pick and issue parts against authorised job requests or materials lists, recording stock movements accurately in Sage or the applicable system. ▪ Ensure stock is not removed, transferred or issued without the required job, stock or system record. ▪ Monitor agreed minimum stock levels for regular consumables and notify the Purchasing and Materials Coordinator when replenishment is required. ▪ Support routine stock checks and formal stocktakes, reporting shortages and discrepancies rather than independently adjusting records without approval. ▪ Pick completed orders and check them against dispatch documentation, ensuring parts, accessories, manuals and documentation are included. ▪ Protect, wrap and package equipment in accordance with company procedures and any confirmed customer or carrier requirements, labelling goods correctly for the customer and destination. ▪ Coordinate with the Purchasing and Materials Coordinator or Production Manager regarding transport arrangements, and load goods safely to prevent damage in transit. ▪ Maintain dispatch records and obtain proof of collection or delivery. ▪ Complete any required dispatch checklist, photographic record or condition record before goods leave the site. ▪ Undertake local and regional collections and deliveries as reasonably required using the company vehicle, completing vehicle safety checks before use. ▪ Report vehicle defects, damage, accidents or warning lights immediately, and maintain the cleanliness and reasonable condition of the company vehicle. ▪ Notify the company promptly of any endorsement, restriction or change affecting the postholder's driving licence or ability to drive the company vehicle. ▪ Complete delivery documentation, secure loads appropriately and comply with road traffic law and company vehicle rules. ▪ Operate forklift trucks, pallet trucks and lifting equipment only where trained, authorised and capable of doing so safely, taking account of any occupational health advice, risk assessment and reasonable adjustments, completing pre-use checks and reporting defects. ▪ Maintain safe stacking and storage arrangements, keep pedestrian routes, fire exits and access points clear, and store high value, fragile or sensitive parts securely.

	- Support continuous improvement of stores layout, identification and workflow. - Comply with applicable company quality, health and safety, environmental and management system requirements. - Promptly escalate material operational, safety, quality, stock or delivery issues to the line manager.			
Education & Qualifications Requirements:	- Previous experience in a stores, warehouse, goods-in or dispatch role, ideally in a manufacturing or engineering environment. - Full UK driving licence suitable for the company vehicle. - Current recognised forklift truck certification, or substantial recent forklift experience with willingness to complete company approved refresher or certification training. - Good IT literacy including MS Office and experience using computerised stock control systems. - Understanding of commercial confidentiality and the secure handling of business, customer and delivery information. - Able to plan and prioritise competing goods-in, production, dispatch and delivery requirements. - Able to communicate clearly and accurately, including when confirming detailed part numbers, quantities and delivery information. - Able to accurately distinguish, check and record long or similar manufacturer part numbers.			
Underpinning Knowledge:	- Understanding of goods-in, stock control and dispatch processes. - Data entry and record keeping, ideally using Sage or a similar system. - Awareness of manual handling requirements and safe lifting practices. - Understanding of safe forklift and lifting equipment operation. - Awareness of road traffic law, load security requirements and company vehicle rules.			
Required Competencies: <i>Ticked level reflects the standard required following induction and role specific training, not entry level expectation.</i>				
SQEP Level	1 Supervised	2 Unsupervised	3 Practitioner	4 Expert
Goods-in checking, quality and discrepancy identification	☐	☐	☐	☐
Stock control, allocation and record accuracy	☐	☐	☐	☐
Picking, packaging and dispatch preparation	☐	☐	☐	☐
Safe forklift and lifting equipment operation	☐	☐	☐	☐
Safe driving and vehicle care	☐	☐	☐	☐
Awareness of manual handling requirements	☐	☐	☐	☐
Confidentiality and secure handling of business, customer and delivery information	☐	☐	☐	☐
Behavioural Attributes:	- Methodical and highly accurate. - Able to work independently without losing control of priorities. - Trustworthy when handling high value equipment and stock. - Comfortable challenging unclear or unauthorised stock requests. - Communicates shortages and problems promptly. - Takes ownership of housekeeping and stock discipline. - Works constructively with production, purchasing and engineering colleagues.			
Medical Fitness:	Ability to undertake regular manual handling, lifting, carrying and repetitive movement linked to goods-in, stores and dispatch duties, subject to training, risk assessment and safe working procedures. The role also requires the ability to safely drive the company vehicle and, where trained and authorised, operate forklift trucks and lifting equipment.			

Decision Making Authority and Controls:	▪ Reject or quarantine visibly damaged, incorrect or unidentified deliveries. ▪ Stop unsafe loading, unloading or lifting activity. ▪ Refuse to issue materials without appropriate job or stock allocation information. ▪ Escalate urgent shortages, discrepancies and potential production delays to the Purchasing and Materials Coordinator or Production and Technical Manager. ▪ Place routine replenishment orders only where expressly delegated by the Purchasing and Materials Coordinator or Production and Technical Manager, within an agreed financial limit and in accordance with company purchasing controls. ▪ Raise and resolve routine internal queries with relevant departments, escalating unresolved or material issues where required.		
Job Description Approved By:	Name:	Signature:	Date:
Job Description Accepted By:	Name:	Signature:	Date: