



## Job Description

<b>Job title:</b>	<b>Stock Coordinator</b>
<b>Department</b>	AE Publications
<b>Hours:</b>	Term time only <ul style="list-style-type: none"> <li>• Saturday: 7.15am to 1.15pm</li> <li>• Sunday: 7.15am to 1.15pm</li> <li>• Quarterly team meeting (Monday 5-7pm at Langley)</li> </ul> Working at Langley, Slough & Feltham
<b>Reporting to:</b>	Publications Manager

<b>Job purpose</b>
<p>To provide support to the Book Resources team and Tuition Centres, ensuring the class materials are correctly allocated to enable smooth and efficient running of Tuition Centre classes. Essentially, distributing resources to classes, keeping book stores and book drop areas tidy and monitoring stock levels.</p>
<b>Dimensions</b>
<ul style="list-style-type: none"> <li>• Dealing with a wide variety of book titles with different level books for 11+ and core subject classes</li> <li>• Direct liaison with Book Resources team, TRMs, Head Supervisor and Desk team</li> <li>• Collaborate with Book Resources team to reduce stock levels and minimise waste of materials</li> </ul>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Ensure pupils receive the correct books for their needs to ensure classes run smoothly</li> <li>• Knowledge and control of stock levels</li> <li>• Awareness of titles used on courses</li> <li>• Taking care of resources and ensuring correct procedures are followed and, in doing so, provide a good example to tuition centre staff</li> <li>• Authority over the use and maintenance of book storage areas in the Tuition Centres</li> <li>• Multi-location responsibility</li> </ul>
<b>Main duties</b>
<p>Overall requirement to monitor resources and distribute to classes and collaborate with the Book Resources team to enable the smooth and timely running of Tuition Centres.</p> <ul style="list-style-type: none"> <li>• Sort Langley weekly resources ready for assistants to take to classes</li> <li>• Ensure there are enough books for the Langley week-day classes</li> <li>• Prepare return of books kept for more than one week</li> <li>• Prepare return of weekly overstock</li> <li>• Keep all book storage spaces clean and organised – check books are in the correct location, re-shelve books, dust shelves, empty book bins, ensure only books are kept in them, etc.</li> <li>• Monitor stock levels and alert Book Resources team to spares required</li> <li>• Email Book Resources team re: shortages/issues with weekly resources</li> <li>• Round up books in classrooms and cupboards and return to book stores or lost property</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>• First point of contact for tuition centre staff with ad hoc requests to locate titles</li> <li>• Point of contact for Book Resources team to liaise with on special requirements</li> </ul>



- Supervise breaking down of cardboard
- Ensure correct labels are on bookshelves and replace if necessary
- Control stickering of test phase materials and monitor sticker stock levels
- Monitor number of Starter Packs held at tuition centres
- Return unused 7-month and 9-month starter packs or dismantle and add to stock as necessary
- Monitor Grammar School Appeals Books at relevant times of the year
- Report any maintenance/safety issues to Book Resource Coordinator
- Assist Book Resources team with annual stocktake preparation and count at tuition centres
- Help train assistants on book care and alert BRC to any concerns or suggestions for improvement
- Attend quarterly Book Resources meeting (Monday 5-7pm at Langley)
- Other admin duties as required, directed by the supervisory team

### **Skills/Competencies/Qualifications**

- Flexible and able to work across locations calmly and in a timely manner
- Communicative – interpreting data and liaising with others
- Accuracy and keen attention to detail
- Ability to analyse spoken and written information
- Team player – and equally comfortable to spend time alone
- Initiative
- Self-organisation
- Strong literacy and numeracy
- Decision-making capabilities to ensure the right things are done at the right time
- Ability to undertake some manual handling
- Access to a vehicle for work purposes and the willingness to travel to specified school sites
- Familiarity with Microsoft packages to an Intermediate ability
- Educated in Maths and English to GCSE grade 9-4 or equivalent

### **Knowledge & Experience**

- An understanding/experience of the world of education or education sector is desirable but not essential

To be read in conjunction with Conditions of Employment.