

<b>Role Profile</b>	<b>Stores Assistant</b>	
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Personal Responsibility</b>	<ul style="list-style-type: none"> <li>• Promote equality, diversity and Human Rights in working practices</li> <li>• Comply with health and safety legislation</li> <li>• Complete administration procedures</li> <li>• Maintain standards of professional practice</li> <li>• Work as part of a team</li> <li>• Make best use of technology</li> </ul>	
<b>Managing the Organisation</b>	<ul style="list-style-type: none"> <li>• Provide specialist advice and knowledge</li> <li>• Provide customer service</li> </ul>	
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Maintain a records management system</li> </ul>	
<b>Behavioural Framework</b>		
<ul style="list-style-type: none"> <li>• Community and Customer Focus C</li> <li>• Teamworking C</li> <li>• Respect for Race and Diversity A</li> <li>• Effective Communication C</li> <li>• Problem Solving C</li> <li>• Planning and Organising C</li> <li>• Personal Responsibility B</li> </ul>		