



JOB DESCRIPTION

Job Title:	Storeperson/Delivery Driver
Hours:	Full time, term time plus (36 weeks)
Status:	Permanent

Responsible to: Executive Chef

Job Purpose:

The Delivery Driver/Storeman is responsible for the safe and efficient collection, transportation, delivery, storage, and distribution of goods across the school site and external locations as required. The role supports the smooth operation of the school by maintaining stock levels, managing deliveries, ensuring stores are organised and secure, and providing general logistical support to the catering and events department.

Main Duties:

Delivery and Transport

- Collect and deliver goods, supplies and other materials as required.
- Ensure all deliveries are completed safely, efficiently, and on time.
- Load and unload vehicles using appropriate manual handling techniques.
- Carry out vehicle checks and report any defects or maintenance requirements.
- Maintain vehicle cleanliness and ensure roadworthiness at all times.

Stores Management

- Receive, inspect, and check incoming deliveries against purchase orders and delivery notes.
- Record and monitor stock levels using inventory systems.
- Organise and maintain a clean, safe, and secure store environment.
- Issue supplies and equipment to departments as required.
- Conduct monthly stock checks and assist with audits.
- Report shortages, damaged goods, or discrepancies promptly.

Health, Safety and Compliance

- Follow all school health and safety policies and procedures.
- Adhere to safe manual handling practices and risk assessments.

- Ensure compliance with vehicle regulations, road traffic laws, and safeguarding requirements.
- Wear appropriate PPE when required.
- Maintain security of school property and confidential materials during transportation and storage.

General Duties

- Support day to day school activities and events by transporting Food and equipment, setting up materials where required.
- Assist the Catering Team with routine operational tasks.
- Respond flexibly to the changing needs of the school.
- Undertake any other duties appropriate to the role as requested by management.

Person Specification

- Good organisational and time-management skills.
- Ability to lift and move goods safely in accordance with manual handling guidelines.
- Ability to work independently and as part of a team.
- Strong attention to detail and reliability.

Skills and Experience

- Full UK driving licence with a clean or acceptable driving record.
- Previous experience in a delivery driving, stores, warehouse, or logistics role.
- Basic IT skills for stock management and record keeping.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2026).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

September 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.